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ABSTRACT

The academic faculty and administrative professional staff of Colorado State University are governed by the 1975 faculty manual which provides a brief history of the university; details the organization of the university into four branches, nine colleges and graduate school; outlines the governance of the university, the duties and responsibilities of the faculty and administration; defines employment policies including faculty tenure, appeals procedures, academic freedom, appointments, and promotions. Fringe benefits, leave policies, faculty privileges, financial policies, and facilities and services available to the faculty are listed. The code of the Colorado State University and the Bylaws of the Faculty Council are also included. (JMF)

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1975 ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL STAFF MANUAL

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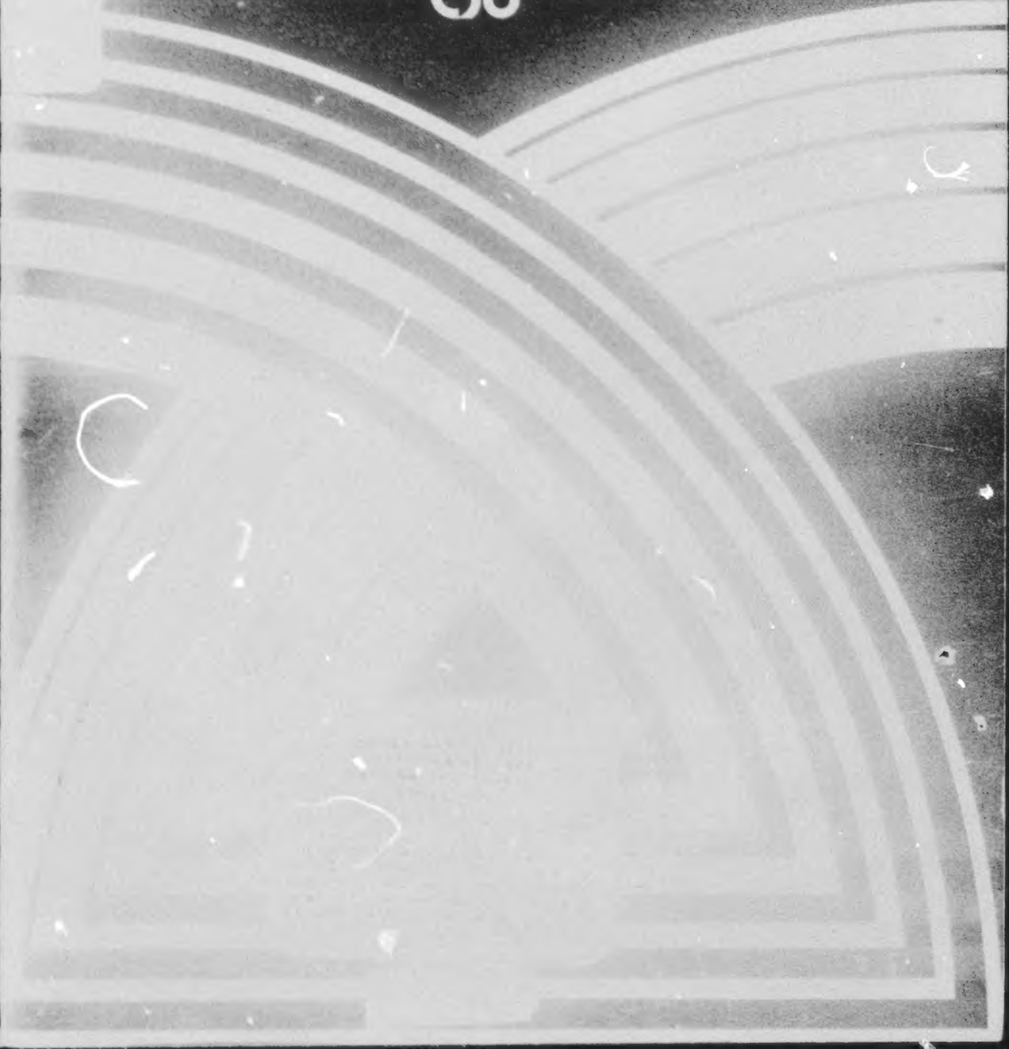

PREFACE

Policies and procedures outlined in this manual are for your information and guidance as a Colorado State University employee. It is your responsibility to become familiar with policies of the institution you represent. Please study this manual carefully and keep it conveniently available for reference.

Any proposed change or addition to the manual (exclusive of the Code and matters that are already voted by the Faculty or the State Legislature) shall be approved by a committee consisting of the members of the Faculty Improvement Committee, the Academic Vice President, and the Secretary of the Governing Board before being presented to the Governing Board for approval. If a majority of this committee deems it appropriate, the proposed item shall be submitted to the general faculty for approval before submission to the Governing Board.

No one manual can answer all questions affecting personnel employed by an institution such as Colorado State University. In addition to this manual, the Personnel Services Office publishes the "State Classified Personnel Handbook;" the Office of Environmental Health Services publishes the "Workman's Compensation Accident Report Guide;" the Office of Student Relations publishes a manual entitled "The Rights and Responsibilities of Students and Student Groups;" and the Financial Systems Department issues various financial procedure manuals. If you have any questions not covered in these manuals, please direct them to the appropriate administrative officer.

The Governing Board approved the policies and procedures contained in this manual on June 20, 1975.

Prepared by the Office of University Services
Colorado State University
3M September 1975

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HISTORY OF THE UNIVERSITY

Establishment

The Colorado Territorial Legislature in 1870 passed an act authorizing establishment of the institution now known as Colorado State University. The year 1870 thus is considered the University's founding date and appears upon its official seal. Although the University was founded in 1870, the first students were registered in 1879.

In 1879, Colorado accepted provisions of the Morrill Act, passed by Congress in 1862. This act provided for grants of land to endow an institution of higher learning in each state. Institutions established under the Morrill Act became known as land-grant institutions. The land grant for Colorado State University was 90,000 acres.

Name of the University

Colorado State University originally was founded as Colorado Agricultural College. In 1935 it became Colorado State College of Agriculture and Mechanic Arts and in 1951 the name was changed to Colorado Agricultural and Mechanical College. Effective May 1, 1957, the name was changed to Colorado State University by action of the Colorado General Assembly.

ORGANIZATION OF THE UNIVERSITY

Four Branches of Colorado State University

As a land-grant institution the work of Colorado State University, whether domestic or overseas, is done through four agencies:

1. Resident Instruction provides for the basic academic program, including Continuing Education.
2. The Experiment Station is devoted to research in biological, physical, and social sciences.
3. The Extension Service employs an off-campus delivery system to take knowledge from the University to the people and encourage its use in the solution of practical, individual, or group problems. Federal, State, and county governments cooperate to support this function.
4. The Colorado State Forest Service devotes its efforts to fire protection, insect and disease control, forest management, and tree distribution. Headquarters are on the campus and district foresters are located in key locations in the state.

In addition, the Colorado State University Research Foundation (CSURF) is incorporated separately. CSURF performs certain functions in regard to research activities of the University.

Nine Colleges and Graduate School

The University offers academic instruction through nine colleges and the Graduate School. The colleges are Agricultural Sciences, Business, Engineering, Home Economics, Forestry and Natural Resources, Humanities and Social Sciences, Natural Sciences, Professional Studies, and Veterinary Medicine and Biomedical Sciences.

Organizational lines of authority and responsibility pass from individual faculty members through the department head to the dean of the college involved.[1] The dean has the responsibility for coordinating the activities of the college with the Academic Vice President and the Associate Vice President for Research, who in turn are responsible to the President and the Governing Board.

Intercollege Institutes and Centers

The following institutes and centers function across departmental and college lines in specific subject matter areas. They are designed to promote coordination of effort among staff members in the subject areas involved:

Genetics Institute
Nutrition Institute
Environmental Resources Center
Radiation Institute
Center for Latin American Studies
Human Factors Research Laboratory

Governing Board

The Colorado legislature in 1877 created the State Board of Agriculture, composed of eight voting members appointed by the Governor for 4-year terms and two nonvoting advisory members consisting of one faculty member and one student.

As governing body of the University and its four branches, the Board is responsible for selection of a president and must approve all general faculty appointments. The Board also approves all salaries and the institutional budget, and exercises general policy control. All University-owned lands are under Board control. With academic faculty advice, the Board approves the curriculum and confers appropriate degrees or testimonials.

Duties of the President

The president is the University's chief executive officer and is responsible for carrying out rules and regulations of the Board and faculty. Subordinate officers and employees who are not academic faculty members are under the direction of the President and, in the recess of the Board, removable at his discretion. He may also fill vacancies that may be thus created, reporting such actions to the Board.

Classification of University Employees

University employees are classified as either members of the academic faculty, administrative-professional staff, or state classified personnel. The academic faculty and the administrative-professional staff, called the general faculty, are exempt from the State Classified Personnel System.

The President of the University is president of the general faculty and the Secretary of the Governing Board is secretary of the general faculty. The

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[1] *Throughout this manual the term department head is meant to include department chairperson and/or head for both academic and administrative departments.*

Academic Vice President serves as chairman of general faculty meetings in the absence of or upon request of the President.

ACADEMIC FACULTY — The academic faculty includes all personnel who carry academic rank (professor, associate professor, assistant professor, lecturer, instructor, faculty affiliate), and the following administrative officers: The President, the vice presidents, the Secretary of the Governing Board, the deans of the colleges, the Dean of the Graduate School, the Director of Admissions and Records, the Director of Libraries, the Director of the Experiment Station, the Director of the Extension Service, the Director of the Colorado State Forest Service, and such other administrative officers as are members of the Faculty Council.

ADMINISTRATIVE-PROFESSIONAL — The administrative-professional staff includes those individuals appointed by the Governing Board as Officers of the Board, Officers of Administration, Directors of Administrative Departments, and all similar designations, and all such professional assistants to these officials whose appointments are by Board action. Also included are the professional staff of the Experiment Station, Extension Service, the State Forest Service, and all professional assistants thereto. Certain research positions directly related to the educational process may also be included in this category.

STATE CLASSIFIED PERSONNEL — All employees not included in the general faculty are members of the State Classified Personnel System. Questions concerning whether an individual should be appointed to the administrative-professional staff or under the State Classified Personnel System should be referred to the Director of Personnel Services. Policies governing this classification of employees are outlined in a separate publication (*State Classified Personnel Handbook*).

Academic Faculty Duties

GOVERNMENT AND DISCIPLINE — The academic faculty passes all rules and regulations necessary to University government and discipline. The academic faculty also is given statutory charge of the laboratories and library. For detailed statutory information concerning the University, see Colorado Revised Statutes, 1953, Chapter 124, Article 10.

GRADUATION CEREMONIES — Although degrees are awarded at the end of each semester, formal graduation ceremonies are held only at the end of the spring semester and at the end of the summer session. Participation in these two commencement exercises is encouraged by all faculty members and administrative and professional staff. College deans are responsible for establishing attendance policies for their respective units, with the approval of the Academic Vice President.

The University Bookstore handles rentals of caps and gowns.

Faculty Council

The Faculty Council was established by the academic faculty in 1915. The Council acts as a representative body for the academic faculty and performs those duties delegated to the faculty by acts of the legislature. The Council ordinarily meets at 4 p.m. on the third Tuesday of each month during the normal academic term and upon call as necessary during the summer. The Academic Vice President serves as chairperson and appoints a secretary for the Council (see University Code).

Standing Committees of the Faculty Council

Steering Committee
Code Committee
Committee on Budgets and Financial Planning
Committee on Committees
Committee on Intercollegiate Athletics
Committee on Research
Committee on Scholastic Standards
Committee on Student Life
Committee on Undergraduate Admissions and Registration
Committee on Undergraduate Instruction
Curriculum Committee
Graduate Council
International Programs Committee
Library Council
Scholarship Awards Committee

Standing Committees of the General Faculty

FACULTY IMPROVEMENT COMMITTEE — The Faculty Improvement Committee (FIC) is elected by the general faculty. The committee advises on matters of concern to the general faculty, including such factors as working conditions, relationships, recognition, advancement, and other matters which may be recommended to improve effectiveness and welfare of the faculty. For further details see the FIC section in the University Code.

FACULTY BENEFITS COMMITTEE — The Faculty Benefits Committee (FBC) is elected by the general faculty to advise the University administration regarding benefit programs for employees. Current benefit programs paid for by the University include life, medical, disability, travel, liability, workmen's compensation, and unemployment insurance. Optional accident insurance, automobile insurance, and medical insurance for dependents are available. For further details, contact the Benefits Officer in the Personnel Services Office. The Faculty Benefits Committee consists of six academic faculty and two administrative-professional staff. Two academic faculty are elected each year for 3-year terms and one administrative-professional staff member is elected each year for a 2-year term. The elections are conducted by the general faculty with term of office beginning July 1. Nominations should be submitted to the Academic Vice President or nominations can be made from the floor.

FACULTY CLUB BOARD — The Faculty Club is an organization for general faculty and classified personnel exempt from overtime dedicated to the social and recreational welfare of its members. The governing body of the Faculty Club is a Board of Directors made up of representatives of each college and other units on campus. The Faculty Club Board submits an annual written report to its members.

Responsibilities of Personnel Services Office

The Director of Personnel Services has been delegated general areas of responsibility as follows:

1. Maintain the centralized employee record files for all University personnel except hourly employees. A computerized personnel data system is also maintained for accurate and timely information pertaining to all personnel except hourly employees.
2. Provide a centralized office for personnel processing for all University personnel, except hourly employees, at the beginning and end of employment with the University.
3. Be responsible for the administration of Unemployment Compensation Insurance and Fair Labor Standards programs.
4. Administer the University's sick and annual leave program to include official records reflecting earned and used leave.
5. Develop and maintain adequate personnel records to support the University Affirmative Action Plan.
6. In cooperation with the Faculty Benefits Committee, State Department of Personnel, and the State Public Employees' Retirement Association (PERA), be responsible for the administration of all general faculty and state classified personnel benefits programs. Specific programs include tax sheltered annuities, the PERA retirement plan, State Health Board insurance programs, faculty life and disability insurance policies, and the health and medical insurance programs.
7. Develop and maintain administrative and information type manuals to assist the academic faculty, administrative-professional staff, and state classified employees with personnel problems.
8. Be responsible to establish and maintain liaison with unions and other employee organizations.
9. Be responsible for compliance with the Colorado State Personnel Act as pertains to the classified positions utilized by the University. Specific administrative responsibilities include recruiting, testing, classification, placement, reclassification, promotion, grievances, and disciplinary actions pertaining to state classified personnel.

EMPLOYMENT POLICIES

Academic Faculty Tenure Policy

DEFINITION — Tenure is the practice of permanent or continuous appointments for teachers in higher education, during which their service at a particular institution may be terminated only for (a) adequate cause demonstrated in a hearing before an appropriately selected faculty committee, (b) retirement for age, or (c) under the extraordinary circumstnces of a bona fide financial exigency, involving retrenchment or discontinuance of an academic program or a department of instruction.

RATIONALE — Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Tenure is a means to certain ends; specifically (a) freedom of teaching, reasearch, extension, and of extramural activities, and (b) a sufficient degree of economic security to make the profession of university teaching attractive to men and women of ability. Academic Freedom and economic security, hence, tenure, are indispensable to the success of an educational institution in fulfilling its singular obligations to its students and to society. Faculty who are threatened with loss of their positions for voicing unpopular or innovative views cannot effectively engage in the kind of open deliberation and criticism essential to a free society.

POLICIES

1. Faculty members on a regular academic appointment with rank of assistant professor or higher shall be considered for tenure based upon evidence of capability for significant professional contributions. The necessity for any particular advanced degree as a prerequisite for tenure shall be decided upon by the faculty of the department concerned. The requirement for a particular advanced degree may vary within a department depending upon the responsibilities of a specific position.
2. The decision to award tenure may be made after two years from initial appointment. However, a normal probationary period before the award of tenure is six years of continuous employment for faculty initially appointed as assistant professors, four years of continuous employment for associate professors, and three years of continuous employment for full professors. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven years, including all previous full-time service at the University with the rank of instructor or higher. Time on sabbatical leave shall be included.
3. In exceptional cases, where the newly appointed faculty member has the rank of professor, the professor may be recommended for tenure immediately, in line with provisions stipulated in departmental codes. It is recommended that at least two-thirds of the eligible voting faculty in the department involved approve.
4. Service counted as part of probationary period for acquiring tenure at other institutions may be counted at this institution. The probationary period at this institution may extend to as much as seven years, even if the total full-time service in the profession thereby exceeds seven years; the terms of such extension will be stated in writing at the time of initial appointment.
5. When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position, up to three years of the earlier appointment may be considered as part of the probationary period.
6. Any leave approved by the Governing Board for a period not exceeding one year shall normally count as a part of the probationary period. However, when the leave is of such a nature tht the individual's development as a faculty member while on leave cannot be judged, or when the leave is for purposes other than scholarly, the tenure decision may be postponed for a period equal to the length of the leave. The relation of the leave to the individual's probationary status shall be determined and recorded prior to the leave.
7. Regular employment prior to February 1 shall at the end of the 30th day of June immediately following be counted as a full year of service. When the regular appointment begins on or after February 1, the period ending with

the 30th day of June immediately following shall not count as any part of the probationary period.

8. Service without tenure shall apply toward sabbatical leave and all other faculty benefits and privileges.
9. The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. When a faculty member holding an administrative appointment for which additional compensation is provided either relinquishes or is relieved of administrative responsibility, salary may be reduced to properly conform with his or her non-administrative responsibility, upon recommendation of appropriate administrative officers and with the approval of the Governing Board. Where an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate his or her appointment to an administrative post, or not to reappoint the individual, he or she is entitled to the procdeures set forth else where in this *Manual* in regard to academic freedom and due process.

CONDITIONS

1. The conditions and expectations of every appointment shall be confirmed in writing. Any subsequent modifications of the appointment shall also be confirmed in writing after the faculty member and the administrator have mutually determined the new conditions. The faculty member shall receive a copy of these documents.
2. All academic faculty members who are on regular appointments and have not acquired tenure, all faculty members on temporary or special appointments, and all instructors shall be appointed on a contractual basis not exceeding one year.
3. If the department head does not propose to reappoint a person serving on a contractual basis, the faculty member shall be informed in writing that the contract will not be renewed by March 1, at the latest, during the first year of employment, by December 15, at the latest, during the second year, and at least twelve months before the expiration of the appointment in succeeding years.
4. The head of the department and the faculty member on probationary status are jointly responsible for discussing, at least once annually, prior to the time for decision, the faculty member's development and fitness for the position involved and prospects for eventually acquiring tenure. The department head shall provide the faculty member and the dean of the college concerned a written summary of the evaluation at the time of the conference.
5. The administrator shall make every effort to encourage and assist the faculty member to fulfill the conditions which will qualify him or her for tenure. Unless the faculty member is otherwise informed at the time of employment, each reappointment and promotion shall be interpreted as implicit progress toward acquiring tenure.
6. Each administrative unit is responsible for making explicit at the time of employment to the faculty members in that unit the conditions which normally must be met for the acquisition of tenure, the procedures by which tenure is awarded, denied, terminated or withdrawn, and the procedures by which the faculty member may challenge such decisions.
7. Any decisions made at the departmental level on tenure, promotion, salary, and other conditions of employment will not be reversed by higher

administrative levels unless prior notification is given to the department and opportunity furnished for a reply to the reasons for reversal.

PROCEDURES

1. The granting or denial of tenure shall require recommendation by a majority vote of the tenured members of the department, or by a majority vote of a duly elected committee of the tenured faculty. After a recommendation is received from the tenured faculty, the department head, dean of the college, or the Academic Vice President shall reverse a recommendation only for compelling reasons which shall be stated in writing to the faculty member and the recommending body. In the event of disapproval, the recommendations of the faculty of the department with statements of reasons for the recommendations shall be submitted to higher administrative levels for consideration at those levels.
2. When the Governing Board has passed upon a recommendation relating to tenure for a faculty member, the Secretary of the Board shall notify the faculty member immediately in writing of the action taken. The Governing Board and President should, on questions of faculty status as in other matters where the faculty has primary responsibility concur with the faculty judgment except in rare instances and for compelling reasons which shall be stated in writing.
3. Reduction in salary when effective for all faculty shall not be considered as conflicting with this tenure policy when such reduction is in line with other current reductions.
4. Acquisition of tenure carries certain privileges; nevertheless, by mutual agreement between a faculty member and the appropriate administrative officers, the salary and/or employment status of a faculty member may be altered. Any change in salary or employment status of a faculty member which does not rest upon mutual agreement with the administration shall be susceptible to test by appropriate due process procedures as outlined elsewhere in the *Manual*.

Problem Resolution and Appellate Procedures

POLICY — The policy of the University is to provide for equitable resolution of problems affecting members of the general faculty. Time is of the essence in the procedures which follow.

The policy includes:

1. Resolution of problems within the faculty member's immediate administrative unit whenever possible.
2. Provision for internal appeal beyond the faculty member's immediate administrative unit.
3. Provision for appeal to a professional Hearing Examiner.
4. Provision for collective action within a department or equivalent administrative unit.

PROBLEM RESOLUTION PROCEDURE — The procedure for resolving problems will be utilized by the individual faculty member and by the immediate administrator to resolve any matter which may arise. A faculty member may initiate the procedure to resolve any problem which may involve his or her employment relationships or which may arise out of possible sanctions. An administrator will initiate the problem resolution procedure in dealing with any problems involving the employment relationships of a faculty member, as well as any issue involving possible sanctions applied to a faculty member. If a problem or issue arises between a faculty member and an administrator above the immediate administrator, the matter will be handled between the faculty member and the immediate administrator, following the procedure contained herein. When several faculty members within a department or equivalent administrative unit are involved in a common problem or issue, they may collectively pursue the matter through this procedure and the appellate procedures which follow. The term "faculty member" within this policy and associated procedures shall be understood to include the several faculty members involved in a common problem or issue. Issues or problems to be resolved by this procedure shall be initiated by the faculty member or the administrator within four working weeks of the time the issue or problem occurs or becomes known to the initiator. However, this time limitation does not preclude the introduction of earlier incidents alleged to be contributory to a pattern of behavior. Time is of the essence in this procedure, except that the administrator and faculty member involved shall take sufficient time for effective communications about and possible settlement of the issue or problem. It is expected that actions will be taken as soon as possible at each step of the procedure, recognizing that stated time limitations are maximum.

Step One — A faculty member may raise any issue or problem involving employment relationships, applied sanctions, or denial of tenure with the administrator in an informal conference within four working weeks of the occurrence of that issue. Prior to taking action, an administrator will discuss any issue or problem concerning employment relationships, contemplated actions to apply sanctions, or denial of tenure with the faculty member in an informal conference arranged for that purpose. If the issue or problem is handled to the satisfaction of both the faculty member and the administrator in the course of the informal conference, the matter is resolved. The results of the conference are to be summarized in writing by the administrator and signed by both parties involved, with a copy to the faculty member and a copy filed.

Step Two — If the issue or problem cannot be resolved satisfactorily through one or more conferences devoted to this purpose, the initiator will state the circumstances involved in writing and present this to the other member within two weeks of the last of the informal conferences. The other member will respond in writing within two weeks of receiving this letter from the initiator. This formal exchange of allegations and responses is intended to identify the issue existing between the faculty member and the administrator and should contain the specific allegations and responses without reference to the content of the informal conferences.

INTERNAL APPELLATE PROCEDURE — Step Three — Either party to a dispute, formally stated and answered in writing in accordance with Step Two, may appeal in writing to the administrative officer above the administrator involved for a review and determination of the issues. This action must be taken within four working weeks after the date of the Step Two written response.

The administrative officer may investigate the issues and may informally discuss them with the faculty member and the administrator concerned. After whatever preliminary investigations and informal discussions he or she chooses to conduct have been completed, the administrative officer shall convene a formal hearing at which the faculty member and the administrator shall present facts and arguments relative to the issues or problems in dispute. Any information or facts apparent in the Step Two statements, plus any jointly-stipulated facts, shall be utilized in the hearing and will not be presented again during the hearing.

The administrative officer's decision, together with a summary of the formal hearing, shall be transmitted to the faculty member and administrator in writing, no more than four working weeks after the date of written appeal. Both the summary and the decision shall be filed.

Step Four — Either the faculty member or the administrator may elect to appeal the administrative officer's decision by referring the matter in writing to the Disputes Officer[2] within four working weeks after receiving the administrative officer's decision in Step Three. The Disputes Officer will investigate the matter to determine if substantial justice has been done, that academic freedom has not been violated, and that there are no procedural defects in the process to this point.

The Disputes Officer may make a determination on these matters, or may utilize a review committee, as provided for below. If the Disputes Officer makes a determination on these matters, he or she must advise the parties involved of the determination within four working weeks of receiving the written appeal. If the Disputes Officer utilizes a review committee, or if his or her determination is challenged by either party, the Disputes Officer will convene, within four working weeks of receiving the written appeal or the challenge of his or her determination, a review committee from the Disputes Panel to investigate the matter. The challenge of the Disputes Officer's determination must be within four working weeks of receiving this written determination. The review committee will hold a closed hearing, at which the faculty member and the administrator may testify and introduce evidence and witnesses and may cross-examine and rebut. The record of the hearing at Step Three will be available to the review committee. Hence, the major purpose of the review committee hearing will be to receive arguments, based on the evidence, relative to justice, academic freedom, and procedure.

During the hearing, the faculty member may be accompanied by a fellow faculty member of his or her choosing to assist in the presentation. The administrator may be accompanied and assisted in the same manner. If a legal question arises during the hearing, it will be the responsibility of the Disputes Officer to secure the answer and advise the committee.

After the hearing, the committee will meet in executive session, with the Disputes Officer participating ex officio but without vote. The committee will decide if the matter has been handled adequately with respect to justice, academic freedom, and procedure. The committee will decide whether the matter has been handled adequately, and its decision, along with the vote-count within the committee, will be conveyed by the Disputes Officer to the faculty member and administrator involved in the decision, the whole process to occur within ten working weeks of receiving the Step Four appeal or the challenge of the Disputes Officer's determination. Where a five-person committee is used, if the committee vote is unanimous (5-0) or substantial (4-1), the case is closed. If the vote is a simple majority (3-2), either party may request, in writing to the Disputes Officer, an appeal to a Hearing Examiner, an individual outside of the University qualified to hear the case and make determinations about it. Where a three-person committee is used, if the committee vote is unanimous (3-0), the case is closed. If the vote is a simple majority (2-1), either party may request, in writing to the Disputes Officer, an appeal to a Hearing Examiner. The appeal to a Hearing Examiner must be submitted within four working weeks of the finding of the review committee. Costs of the services of the Hearing Examiner shall be borne by the University. Upon receipt of the written request for such appeal, the Disputes Officer will initiate the procedure set forth in Step Five. If the Disputes Officer makes a decision regarding the Step Three finding, and if this is not appealed further — or if the Hearing Committee makes a decision regarding the Step Three finding and the Committee's decision cannot be or is not appealed further — then the decision shall be implemented by the President of the University.

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[2] *See "Disputes Officer" section.*

APPEAL TO HEARING EXAMINER — Step Five — Selection of the Hearing Examiner will be initiated by a request from the Disputes Officer to either the Federal Mediation and Conciliation Service or to the American Arbitration Association to supply a list of five individuals in the geographical area who are qualified to hear and judge an academic dispute. These qualifications refer to evidence through education and experience of established capacity to hear and make determinations about the issue in dispute; registration with the Service or Association is such evidence. However, the qualifications particularly require knowledge of academic affairs, best evidenced through holding, or having held, an academic position.

When these names are submitted, the Disputes Officer will meet with the faculty member and administrator concerned, and these two individuals will successively strike off one name at a time from the list until it is reduced to a single person, who will be the Hearing Examiner for the dispute. Reasonable time will be accorded to the faculty member and administrator to investigate the backgrounds and qualifications of the individuals on the list.

The Disputes Officer will arrange with the selected Hearing Examiner to appear on campus to conduct a closed hearing at which both the faculty member and the administrator can introduce evidence, testimony, and cross-examine any witnesses who are called. However, evidence and testimony developed during Step Three and the Review Committee hearing will be introduced by the Disputes Officer. The Hearing Examiner will preclude restatements of evidence and testimony already in the record except where the Examiner decides restatement would be desirable.

During the hearing, the faculty member may be accompanied by a fellow faculty member of his or her choosing to assist in the presentation. The administrator may be accompanied and assisted in the same manner.

After conclusion of the hearing and examination of any exhibits of summaries subsequently filed by either party with permission of the Hearing Examiner, he or she shall make a ruling on the issues raised. The Examiner shall also indicate what corrective action, if any, should be taken. The ruling and award shall be binding upon the individual faculty member, the administrator, and the University administration, subject to approval by the Governing Board.

When the Hearing Examiner's ruling and award are received by the Disputes Officer, they will be referred to the President of the University with comments and/or recommendations as appropriate. The President shall place the Hearing Examiner's report on the agenda for the next meeting of the Governing Board. At that meeting, the Board may approve the report, take no action on it, or disapprove the report. If the Board approves the report or chooses to take no action on it, then the Hearing Examiner's ruling and award shall become final and binding. In such circumstances, the President will initiate implementation, directly or through other members of the administration. If the Board disapproves the report, it shall indicate its disagreements with specific parts of the ruling and award and shall also state the desired changes or modifications in the ruling and/or award. The changed or modified ruling and/or award shall then become final and binding, and the President will proceed to implementation as before.

In cases involving dismissal for academic faculty, implementation shall occur according to the third condition described under "Academic Faculty Tenure Policy" and for the administrative-professional staff, in thirty days following date a decision is reached.

DISPUTES OFFICER — The Disputes Officer shall be a member of the faculty who is nominated by the Faculty Improvement Committee and approved by majority vote of the general faculty. The term of office shall be for one year, with no faculty member eligible to serve more than three consecutive years. The Disputes Officer shall be provided one-half released time from other duties, subject to review. The Disputes Officer shall have held a Colorado State University faculty position throughout the five years immediately preceding the appointment and shall not currently hold an administrative position at Colorado State University.[4]

The Disputes Officer shall have general responsibility for the effective operation of the problem resolution and appellate procedures. This requires exercise of general surveillance over the system, monitoring on-going experiences as they occur. As part of this responsibility, the Disputes Officer will make an annual report to the general faculty, and make recommendations for improvements or strengthening of the system based upon the experiences under it.

The overall objective of this system for the resolution of problems, including appeal, contemplates that problems be resolved equitably at the earliest stage possible. The Disputes Officer is expected to be available to give advice and counsel to faculty members and administrators with respect to problems or issues which occur. In particular, the Disputes Officer should engage widely in mediation and conciliation efforts in order to facilitate the early, equitable resolution of problems affecting faculty members.

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[4] *For the purpose of this paragraph and the "Disputes Panel and Hearing Committees" section, administrator is defined as the President; vice presidents, including associate and assistant vice presidents; secretary of the Governing Board; deans of colleges and the Graduate Shcool, including associate and assistant deans; directors of admissions and records, libraries, Experiment Station, Extension Service, and Colorado State Forest Service; and academic department heads.*

DISPUTES PANEL AND HEARING COMMITTEES — Each year, a University Disputes Panel of 50 faculty members will be randomly selected from the general faculty of the University, exclusive of all faculty holding administrative positions. The Disputes Officer will supervise the selection of the Disputes Panel.

A Disputes Panel will exist for one academic year or until it has been completely utilized in less than one year. In the latter case, a new panel will be randomly selected to complete the year's activities. A special panel will be selected from faculty on summer appointments in the event there is need.

Any faculty member on the Disputes Panel who serves on a review committee during the existence of that panel will be discharged from the panel and not further considered for service during the existence of the panel. In addition, the name of each such faculty member will be removed from the lists of faculty from which the random selection for the following two years' Disputes Panel will be taken.

Faculty members selected for a review committee are normally expected to serve on that committee. However, in special circumstances, the Disputes Officer may dismiss a faculty member who presents a suitable basis for not serving.

Each review committee convened in accordance with Step Four of this procedure dealing with non-renewal of contract, dismissal, or a collective complaint by a group shall consist of five members. One member will be nominated by the faculty member involved in the dispute, and a second member will be nominated by the administrator involved in the dispute. Neither of these nominated members shall hold an administrative position at the University. The faculty member and the administrator shall be responsible for securing the consent of their own nominees for services on the hearing committee and for transmittal of the names to the Disputes Officer. The three nonpartisan members of the review committee will be randomly selected by the Disputes Officer from the University Disputes Panel. The names of the faculty members so selected for the review committee will be transmitted to the faculty member and administrator involved. The faculty member and administrator shall each have one preemptory challenge to the nonpartisan members of the review committee. The Disputes Officer will remove any review committee member so challenged and replace him or her by random selection from the Disputes Panel.

Each review committee convened in accordance with Step Four of this procedure dealing with all other matters shall consist of three members, randomly selected by the Disputes Officer from the University Disputes Panel by the same process as described in the previous paragraph.

In addition to the preemptory challenges, either party to a dispute may challenge other nonpartisan members of a review committee, but only on allegations of lack of objectivity on the issues for consideration. Such challenges shall be made in writing to the Disputes Officer, who will make a determination of the desirability of removing the member on the basis of the challenge. Should such a challenge for cause be successful, the Disputes Officer will randomly select a replacement from the University Disputes Panel.

Preemptory challenges may be made only to the originally selected nonpartisan members of a review committee and shall not be made to replacement members. Challenges for cause may be filed with respect to any nonpartisan review committee members. Faculty members removed from a review committee through challenge shall continue on the Disputes Panel for the term of the panel.

Each review committee, in consultation with the Disputes Officer, shall determine its own procedure and select its own presiding officer who may be the Disputes Officer. (In no case, however, shall the Disputes Officer have a vote on the committee.) In case of uncertainty over interpreting the policy in the Staff Manual, the FIC will be consulted. It may, in turn, consult the members of previous Faculty Improvement Committees to determine the intent behind any unclear passages.

CHOICE OF FORUM — There are agencies on campus, such as the Human Relations Committee, with procedures for investigating and, as appropriate, recommending adjustments of problems affecting members of the faculty. There may be other such agencies or procedures developed in the future. The problem resolution procedure described herein, including the appellate provisions, is broadly drawn to encourage faculty members to utilize it. The reason for this is the provision of, ultimately, an impartial and binding decision. In the interest of equitable resolution of problems or issues involving faculty members, as expeditiously as possible, faculty members shall make a unique choice among the various procedures available to initiate the resolution of a problem, including this procedure.

DISMISSAL OF TENURED FACULTY FOR OTHER THAN UNSATISFACTORY SERVICE — If faculty members must be reduced because of emergent financial conditions or because of other emergent conditions, following the dismissal procedure outlined herein shall not be required, but first reduction of numbers shall be among faculty members who have not acquired tenure, so far as this policy is compatible with maintaining and improving efficiency of the University.

Exceptions to the dismissal procedure outlined herein may be necessary in cases of gross immorality or treason, where the facts are admitted. In such cases, summary dismissal may be made by the President or by the Governing Board at their discretion.

VOLUNTARY TERMINATION — In consideration of the welfare of students and of the University, it is understood that a faculty member will not voluntarily terminate his or her tenure during any semester and that he or she will give not less than a 30-day notice of intention to resign.

Academic Freedom

POLICY — The policy of the University is to foster and maintain an environment in which the professional activities of faculty are encouraged through freedom to pursue such activities.

CONCEPTS

1. A faculty member is entitled to learn and to teach in the classroom what scholarship suggests is the truth in his or her particular field of expertise.
2. The faculty member is entitled to freedom of research within the confines of the stated conditions of agreements with the institution and/or contract or

proposal parameters, if applicable. This freedom extends to publication of results.

3. A faculty member is free to question that which is believed to be settled.
4. The freedoms granted by the First Amendment to the Constitution of the United States are applicable to the faculty member, both as an academician and as a citizen.
5. The major purpose of the University Administration is to provide an atmosphere conducive for teaching, research, and service. Administrators, therefore, must protect, defend, and promote academic freedom as a necessary prelude to the free search for and exposition of truth and understanding.
6. A faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, he or she should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As a person of learning and an educational officer, he or she should remember that the public may judge the profession and the institution by his or her utterances. Hence the individual should at all times be accurate, exercise appropriate restraint, show every respect for the opinion of others, and make every effort to indicate that he or she is not an institutional spokesman.

Responsibilities of the General Faculty

POLICY — The policy is to facilitate the scholarly activities of faculty through delineation and understanding of the levels and general standards of responsibilities incumbent on the faculty at this University.

RESPONSIBILITIES AS A PROFESSOR — To seek the truth and state the truth, as the professor sees it, within his or her area of specialization. This involves keeping abreast of developments in the speciality and creative activities to contribute to such developments, including publication of results. Intellectual honesty requires critical self-evaluation, objective judgment about the work of others, and respect for the work and evaluations by others.

To foster relationships of confidence and mutual respect with students while encouraging and guiding student learning. High scholarly standards require the communication of both the professor's views and opposing views, as appropriate, within the subject matter of courses. Evaluations of students' efforts should be fair, objective, and directed toward enhancing the learning process. Improvements and innovations in the teaching-learning processes are a responsibility of the professor.

To accept his or her share of faculty responsibilities for the internal governance of the University.

RESPONSIBILITIES AS A PROFESSIONAL — To think and act as a member of the academic profession at Colorado State University. Special responsibilities, both specific and implicit, of an ethical and professional nature are involved. These include the requirement to be accurate, basing views upon scholarly preparation and carefully identifying opinions or other extrapolations from such foundation. In particular, the professional and ethical considerations require appropriate restraints upon such views, together with respect for the views advanced by colleagues.

To exercise accuracy, judgment, and restraint in public and University statements knowing that the profession and the University will be adjudged by such statements. Moreover, extreme care should be exercised to particularize such statements as one's own, eliminating all possibilities for interpretation as official statements of the University.

RESPONSIBILITIES AS A UNIVERSITY EMPLOYEE — To accept and be guided by the applicable and appropriate policies and procedures of the State of Colorado and the Governing Board, the Administration on the University, established institutions of faculty self-governance, and the adopted Code of the administrative unit.

To determine that the amount and character of any work done outside of the University is subject to the individual's responsibilities to the University and consistent with scholarly and professional standards.

Guidelines on Teaching Responsibility

The teaching responsibilities of the faculty are among those many areas of university life which have for generations been a part of the unwritten code of a "community of scholars." It seems appropriate to set forth these responsibilities in the form of illustrative statements of desirable practice. These guidelines are by no means exhaustive regarding faculty responsibilities to teaching and learning. The performance of the faculty in meeting the expectations contained in them shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Faculty members are responsible for stating clearly the instructional objectives of each course they teach at the beginning of each term. It is expected that faculty will direct their instruction toward the fulfillment of these objectives and that evaluation of student achievement will be consistent with these objectives. Faculty members are responsible for orienting the content of the courses to the published official course descriptions.
2. Faculty members are responsible for informing students of the methods to be employed in determining the final course grade and of any special requirements of attendance which differ from the attendance policy of the University.
3. The faculty member is responsible for the assignment of the final course grade. The assigned grade should reflect the performance of the student in the course commensurate with the objectives of the course.
4. Graded examinations, papers, and other sources of evaluation will be available to the student for inspection and discussion. These should be graded promptly to make the results a part of the student's learning experience. The results of these evaluations will be retained for at least one term to provide the opportunity for review.
5. Faculty members are expected to meet their classes regularly and at scheduled times. In case of illness or emergency, the department head should be notified promptly.
6. Faculty members are expected to make time available for student conferences. Office hours should be convenient to both students and instructor with the opportunity provided for prearranged appointments. Available conference time should be communicated to students.

7. Faculty members are expected to have their teaching periodically evaluated by self, student, or peer evaluation.

Classroom Behavior

The classroom instructor is responsible for controlling the conduct of the class and the demeanor and behavior of the students and in exercising classroom discipline, subject to accepted departmental, college, and University standards and practices.

University policy permits only enrolled students, persons attending with the permission of the instructor, and administrative personnel of the University to be present in a classroom during scheduled classroom periods. Use of classrooms during nonscheduled periods and other areas of academic buildings is permitted only in accordance with departmental, college, or University practices.

University policy prohibits all forms of disruptive or obstructive behavior or demonstrations in classrooms, teaching and research laboratories, and offices or meeting rooms of academic buildings during periods of scheduled use, and prohibits any form of demonstration in the building or on the grounds which disrupts regular and authorized use of any University facility.

If an unauthorized person enters or is present in a classroom or other instructional or research area during periods of use, the faculty member in charge should first ask the person to identify himself or herself and then ask the person to leave. If the person refuses to leave, the faculty member should tell the person that he or she is in violation of University rules and is subject to discipline. If the person then continues to refuse to leave, the faculty member should call the University Police Department.

If any person disrupts the orderly conduct of any class, laboratory, or similar activity, or makes threat thereof, the faculty member should warn the person that such act is not only in violation of University rules but is in violation of State law, and that appropriate University and legal action will be taken. If the person refuses to desist, the faculty member should call the University Police Department.

The faculty member should seek to obtain the identification of the person or persons involved. The faculty member is not obligated to continue a class when his or her safety or that of the students is threatened.

Smoking in class is prohibited in specific classrooms and teaching laboratories and is posted accordingly. Smoking is discouraged in all other classrooms and teaching laboratories. The faculty member should discourage smoking if any member of the class objects.

Basic Types of Academic Faculty Appointments

Four basic types of appointments are used for members of the academic faculty, whether domestic or overseas. These are regular, temporary, special, and transitional. Only individuals with a *regular* appointment are eligible to acquire tenure. Under appropriate circumstances, any of the four types of appointment may be used for any rank or title, except that only temporary appointments can be given individuals in an affiliate position or a visiting faculty position. Following are the major characteristics of each type of appointment.

REGULAR — Individuals with a regular appointment who serve satisfactorily for a specified period (see section on tenure requirements) shall be eligible to acquire tenure. Only full-time appointments as professor, associate professor, assistant professor, and instructor, or equivalents, may be of this type.

Enrollment in the retirement program is mandatory. Also, individuals with a regular appointment are eligible for all other fringe benefits.

SPECIAL — Only full-time appointments with a specific ending date may be of this type and normally are given in the following situations:

1. The individual to be appointed will have responsibilities pertaining primarily to research in positions dependent upon the University's obtaining outside financial resources essential for continuance of the particular type of research involved.
2. The individual to be appointed will have responsibilities pertaining primarily to instruction (a) as a member of the staff of an overseas project, (b) as a replacement for someone assigned to an overseas project, or (c) as a member of the staff of any other instructional program dependent upon the University's obtaining outside financial resources essential for continuance of the instructional programs involved.
3. To individuals with responsibilities primarily related to instruction and appointed with the title of lecturer.

Individuals receiving special appointments are required to enroll in the retirement program. These individuals also are eligible for all fringe benefits, but are not eligible for tenure or sabbatical leave.

TEMPORARY — Temporary appointments are used when one or more of the following situations is encountered:

1. The individual is appointed for a specific period of time, at the end of which it is anticipated that employment at the University will not be renewed for the foreseeable future.
2. The individual is appointed for less than an academic year or for part-time employment throughout an academic year.

Individuals receiving a temporary appointment for one semester or less ordinarily are not enrolled in the retirement program. Under special conditions, it is possible for such persons to enroll in this program. Individuals appointed on a temporary full-time basis for more than one semester are required by Colorado law to become members of the retirement program. Temporary employees receive limited fringe benefits and are *not* eligible for tenure.

TRANSITIONAL — This type of appointment is available only to individuals eligible for retirement under PERA. Following are some of the more important features:

1. The transitional appointment is an interim step in the retirement process that may be considered by faculty who have not reached age 65.
2. A contract involving transitional provisions must be mutually acceptable to all parties involved.
3. A faculty member with tenure retains tenure during the transitional period for the amount of employment specified in the contract.

4. A faculty member on a transitional appointment is considered for pay increases on the same basis as full-time faculty, proportionate to the scope of his or her appointment.
5. Life and medical insurance and sick and annual leave are the same as for full-time faculty.
6. The employer's contribution usually paid to PERA is deposited in an investment account to the credit of the faculty member.
7. Full retirement at the end of the fiscal year following the 65th birthday is the same as for full-time faculty.

An individual interested in a transitional appointment should contact the Personnel Services Office to determine the specific conditions for his or her situation.

Other Kinds of Academic Faculty Appointments

DEPARTMENT HEADS — Department heads usually hold 12-month appointments while in office; however, when their service as department head is terminated they shall return to 9-month faculty status unless there is good and sufficient reason not to do so as determined by the appropriate administrators.

JOINT APPOINTMENTS — Joint appointments should only be made when the professional activities of the individual concerned normally fall, to an appreciable degree, within the purview of two departments. Personal preferences of the individual are not sufficient reasons to justify a joint appointment.

AFFILIATE FACULTY — It is possible to appoint as members of the academic faculty, individuals who possess training and experience useful to the University's teaching and research program and who are self-employed or employed on a full-time basis by an organization other than the University. These individuals receive a Faculty Affiliate title and do not receive a stipend from the academic department in which they hold an affiliate title.

Affiliate appointments may be given to a member of the University's administrative-professional staff if the qualifications of that individual for the duties and responsibilities in question are judged to be acceptable. The manner in which the salary for such person is budgeted would not be changed because of the affiliate appointment.

Discretion should be used when recommending individuals to be affiliate members of the academic faculty. Such a recommendation should be made only when a reasonably strong and continuing relationship between the individual and the department can be established. The training and experience of the individual should be such as to support in a direct way the program of the department concerned, and the activities of the individual should be such that in time an appropriate measurable contribution to the achievement of the goals of the department exists. If, for any reason, an individual appointed to affiliate faculty membership is unable to continue to contribute actively to the program of the department concerned, the affiliate appointment should be terminated at the time.

Additional characteristics of affiliate faculty appointments are the following:

1. The initial affiliate appointment shall be for a period of one year, and subsequent appointments can be made for a term as long as four years, if

desired. Failure to reappoint at the end of the period of time in question is considered to be equivalent to resignation from the affiliate position and consequently, the name of the individual concerned is removed from the faculty roll. All affiliate appointments are classified as temporary.

2. A recommendation for an affiliate appointment is processed in the same manner as a recommendation for a regular faculty appointment.
3. A formal resignation from an affiliate appointment is required when appropriate.

VISITING FACULTY — Individuals who are members of the academic faculty for a short period of time while on leave from another institution of higher education or private agency should be given a visiting apointment if salary arrangements are to be made, or an affiliate appointment if no salary arrangements are needed.

Visiting appointments may be made for any rank. The criteria used to determine the rank to be recommended are the same as those applied when determining the rank of a regular member of the academic faculty. Visiting faculty are always temporary appointments.

EMERITUS FACULTY — Academic appointees who have completed ten (10) years or more of regular full-time service on the faculty of Colorado State University shall be eligible at the time of their retirement for an emeritus title equivalent to their highest professorial rank. Academic personnel who have held administrative positions (including department head) for five years or more shall be eligible for the emeritus title for both positions. Personnel holding an administrative-professional appointment only for ten (10) years or more shall, at the time of their retirement, be eligible for an emeritus title reflecting their highest administrative professional office.

The individual requests emeritus status at the time he or she formally files retirement application with the Personnel Services Office.

The Personnel Services Director initiates the Personnel Action Sheet designating emeritus status. The Personnel Action Sheet is approved by the appropriate vice president and the President; final action is taken by the Governing Board. Emeritus personnel will continue to be listed in the University catalog.

Criteria for Academic Faculty Promotion

Establishing definite rules for judging success in teaching and creative work is difficult, and perhaps no set of rules can be entirely satisfactory. Academic degrees give some information, though inadequate, regarding the faculty member's mastery of his subject. Perhaps the most valuable information regarding a faculty member's preparation, teaching ability, creative work, industry, and integrated effectiveness in his or her field is to be obtained from the faculty member's colleagues in his or her own and related subjects, particularly if proper allowance is made for human relations involved. Publications and similar works constitute objective evidence to be evaluated on the basis of quality Student opinions on the teaching and advising effectiveness also constitute a valuable source of information. Under certain circumstances, opinions of students and alumni, associates in other fields, and workers in his or her own field at other institutions may be of consequence in evaluating a faculty member's ability and achievements. In considering the individual for promotion, evidence of capacity for future usefulness is of prime importance.

Teaching and research (or creative work which is the counterpart of research in special fields) are equally important in a first-class university. While the more obvious duty and concern of the faculty is to impart knowledge, it is also necessary that they contribute to advancement of knowledge if the University is to be worthy of its name. Thus, outstanding accomplishments either in teaching or in research (or creative work) should receive comparable recognition, and worthy accomplishments in both are to be considered requisite for the higher ranks, providing the teaching load allows time for research.

In addition to work in his or her own field, other contributions to the work and welfare of the University may merit recognition in connection with promotion. Such contributions are commonly in the nature of administrative activities, work on committees, and other activities familiar to the faculty. Professional activities, other than through regular University duties, may also deserve recognition. Whereas length of service is significant, this is secondary, and promotion is contingent upon a satisfactory record according to the preceding criteria.

Selection of Academic Vice President and Academic Deans

The immediate supervisor for these positions shall appoint an advisory committee of not fewer than three nor more than seven members when such a position is to be filled on other than an interim basis. Committee appointees shall be members of the general faculty qualified by experience, interest, and responsibility to contribute to the performance of the committee. Students may be included as members of the committee.

The individual appointing the advisory committee shall provide a job description covering the duties of the position, the personal and professional qualifications that applicants are expected to possess, and a time schedule for filling the position. The position shall be announced in accordance with the University's Affirmative Action Plan.

The advisory committee shall conduct a careful canvass of suitable candidates both on and off the campus. The committee shall present its final report to the person appointing the committee, listing two or more acceptable candidates for consideration. Normally, at least one candidate shall be from off the campus. The report is to include a summary of the credentials of each candidate. The final recommendation to the President and Governing Board shall be made by the person appointing the committee.

Selection of Administrative-Professional Staff

Administrative-professional staff are recommended by the immediate supervisor through administrative channels for appointment by the Governing Board. The immediate supervisor shall develop a job description and announce the position in accordance with the University's Affirmative Action Plan. If the immediate supervisor desires, an advisory committee may be established to assist in the selection process.

The person selected shall be approved by the Governing Board, irrespective of the length of period of the proposed employment. All recommendations to the

Board for such employment must be approved by *at least* the appropriate vice president and the President, and be noted for record purposes by the Director of Budgets and Director of Personnel Services, irrespective of the bases of fiscal support for such service. All recommendations must be approved as to *at least:* salary, period of employment (if limited), and title. Persons appointed must possess at least a baccalaureate degree from an accredited college or university and be professionally qualified. Administrative-professional positions do *not* lead to tenure. The General Faculty Personnel Action Sheet should be used in making the initial appointment.

Administrative-professional staff appointments may be either regular, special, temporary, or transitional. Regular appointments are used for full-time 9- or 12-month appointments with no termination date indicated. Special appointments are used for full-time 9- or 12-month appointments with a termination date indicated. Special appointments are normally used when funds are available only for the duration of the specific assignment. Regular and special administrative-professional appointees receive the same fringe benefits as regular and special academic faculty appointees. A temporary appointment is used for full-time appointments of less than 9 or 12 months and for all part-time appointments. Temporary appointees receive limited fringe benefits. A transitional apointment is an interim step in the retirement process that may be considered by faculty who have not reached age 65. For additional information contact the Personnel Services Office.

The State Personnel Act requires that many University positions be filled through the State Classified Personnel System. Therefore, all new administrative-professional positions should be coordinated with the Director of Personnel Services before a position is announced or a contract negotiated.

POSITION TITLES — Titles for administrative-professional positions shall be limited to legal counsel, treasurer, controller, registrar, forester, director, coordinator, manager, administrator, supervisor, coach, editor, physician, psychologist, counselor, resident, intern, clinician, research associate, senior research associate, auditor, district extension director, area extension director, county extension director, extension agent, and extension specialist. Associate, assistant, or assistant to title may also be used. The assistant to title also may be used in conjunction with specific academic faculty positions, e.g., the President, vice presidents, etc. Any exceptions to the above titles shall be approved by the President in advance.

REGULATIONS FOR SPECIFIC POSITIONS — Appointments as research associate are made with a beginning and termination date shown. The termination date should not extend beyond the fiscal year in which the appointment is made. Such positions must be included on the list of reappointments each year if they are to continue in their position beyond the termination date of the initial appointment. Names of such appointees will not appear in the University catalog listing of the academic departmental membership. A research associate is a research staff member whose duties or qualifications are not such as to classify the individual as an academic faculty member. Appointments as senior research associate should be restricted to those individuals possessing at least the minimum qualifications required for an associate professorship in the discipline involved.

Extension specialists or agents are appointees who work through the Cooperative Extension Service and who perform within their area of specialty, a teaching function through informal educational programs.

Joint Administrative-Professional and Academic Faculty Appointments

Members of the administrative-professional staff who may be invited by academic departments to become members of the academic faculty may do so provided certain conditions are met. That such appointments will arise increasingly is probable since the University is employing individuals with a high level of professional preparation in such administrative units as the Health Service, State Forest Service, Financial Administration, Counseling Center, Computer Center, etc. Sometimes it is the desire of these individuals as well as the desire of appropriate academic departments that they participate in the teaching, extension, research, and service functions of that academic department.

Two basic conditions must be met in consideration of membership in the academic faculty on the part of an individual who is a member of the administrative-professional staff.

1. The individual concerned must possess professional qualifications consistent with or complementary to those of full-time members of the academic department concerned.
2. The individual and the academic department concerned must determine that performance as a member of the academic faculty in that department is possible and desirable on a continuing, though part-time, basis.

Membership in the academic faculty on the part of members of the administrative-professional staff is based on the following principles:

1. A member of the administrative-professional staff may receive a professorial title related only to and associated with an academic department. The appropriate academic department must invite the individual concerned to join that department and must recommend an appropriate title consistent with the professional qualifications of the person. (This recommendation requires approval by appropriate academic administrators in a manner similar to all academic appointments.)
2. In the performance of his duties as a member of the academic faculty and individual is responsible to the department head.
3. The academic faculty title is unrelated to the administrative-professional title, and any tenure associated with the faculty title does not in any way affect the employment status of the individual in his or her capacity as a member of the administrative-professional staff.
4. Participation in departmental government and related departmental activities by a faculty member holding a joint administrative-professional and academic appointment will be dependent upon the provisions made for such faculty members by the departmental code of the department concerned.

The type of appointment will vary depending upon the circumstances. Affiliate appointments are appropriate for those individuals who will participate in an academic department's activities in a minor way and for whom no joint budget arrangements are needed. On the other hand, academic faculty titles appropriate to the department concerned are called for when the department head and dean feel the contribution will be substantial and joint administrative-department budget arrangements are desirable. These appointments may be regular, special, or temporary, depending upon the circumstances. If the department concerned intends that the individual will be budgeted and his or her services utilized continuously in the department and that the individual will participate in the academic affairs of the department (teaching, research, graduate committees, etc.), the individual may receive a regular appointment. The individual will receive consideration for tenure under special tenure regulations applying to such joint appointment.

The usual tenure rules concerning the granting of tenure apply to joint administrative-professional and academic faculty appointments if the faculty member is budgeted consistently each year for five months or more of his or her time in an academic department. If an individual holding a regular appointment as a joint administrative-professional and academic faculty appointee is budgeted each year for at least one month but for less than five months of his or her time in an academic department, a period of five years will qualify the individual for tenure consideration. The procedure shall be that the academic department will notify the faculty member by December 15 of his or her fifth year whether or not he or she is being recommended for tenure. If tenure is granted, the individual will receive the same tenure privileges as other tenured faculty members. On the other hand, if tenure is denied, the individual's academic appointment is terminated and his or her relationship with the department is discontinued. The granting or denial of tenure is not related to the individual's employment status on the administrative-professional staff.

Contracts

Following appointment, each general faculty member shall sign an original employment contract and retain one copy. The other copies will be given to the dean, department head, Secretary of the Governing Board, and Personnel Services Office.

Oath of Allegiance

Under a Colorado law enacted in 1969, the following oath of allegiance is required of all academic faculty members and all administrative-professional staff:

"I solemnly (swear) (affirm) that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter."

This oath must be taken before a notary public. For those who are not citizens of the United States or citizens residing outside of the United States, special arrangements may be made with the Personnel Services Office.

Classified Research

In the following statement, classified research means research in which procedures or results derived therefrom cannot be freely discussed or disseminated without permission of an outside agency. It is the policy of the Governing Board normally not to permit classified research to be conducted as noted in the following resolution that:

1. The University shall serve as a haven of free inquiry and scholarly investigation unaffected so far as possible by the impediments of industrial classification and governmental security regulations, with due consideration for national welfare and confidences required by professional ethics and by legal statutes.
2. Research be formulated to avoid classification of facilities, procedures, and results, and that all faculty members strive for research publishable in open literature, except that when circumstances so warrant, faculty, staff, and students have the prerogative to engage in classified research, provided that,
   a. The entire cost of the classified research, including overhead, stipulated security arrangements, personnel, and termination of contract be borne by supporting agencies.
   b. The work is basically nonclassified in nature, but is subjected to classification by incidental circumstances, e.g., the need to use classified apparatus, to review classified publications, or to visit classified facilities, then standard accounting procedures shall be used to determine the unusual costs that should be borne by the supporting agencies.
   c. Students employed under contracts for classified research understand that they will not receive tuition scholarships normally accruing to graduate research assistants or graduate teaching assistants.
   d. Results derived from classified research cannot be used as part of a thesis, dissertation, report, or course obligation in meeting degree requirements unless or until the procedures used, the data, and the analysis can be freely disseminated.
   e. Proposals to engage in classified research be approved by the department head, college dean, and Associate Vice President for Research.
3. Circumstances in which other classified research may be engaged shall be those of national crisis as determined by the Governing Board, upon the advice and counsel of the President. In these circumstances provisions 2-c, 2-d, and 2-e above are waived. The remaining provisions will still apply.

Maximum Employment

General faculty on 9-month appointments may be employed a maximum of 12 additional working weeks during the summer, exclusive of vacation, per fiscal year. The salary rate used in this determination shall be that of the academic year following the summer.

General faculty on 12-month appointments cannot be employed by the University during their annual leave.

A general faculty member whose normal appointment is for less than nine months of service per fiscal year ordinarily shall be paid at a salary rate equal to the academic year rate.

A 9-month employee may be appointed for any combination of nine months during the fiscal year. The off-duty months need not be consecutive. However, the off-duty period should involve entire calendar months if at all possible. The best interest of the department's program should be the determining factor in the decision as to which three months shall be chosen as off-duty.

General faculty being paid for full-time employment by a unit of the University, or combination of units, cannot be provided additional payment by the

University for personal services during the period of full-time employment, except as authorized in the honoraria policy or by special action of the Governing Board.

Honoraria Policy

In accordance with the limitations which follow, honoraria may be paid by the University to faculty members for teaching courses or conducting studies supported by funds derived from contributions and revenue generated through continuing education programs. These honoraria are limited to continuing education programs, to studies conducted off-campus, and to lecturing at institutes, conferences, and workshops held on-campus.

The basic amount paid to a faculty member will not exceed $40 per contact hour. The exact amount will be determined by the program director and department head with approval by the academic dean.

When a full-time faculty member is involved, the maximum amount of additional pay will not exceed 10 percent of the budgeted salary for the fiscal year in which the service is rendered. In cases where an individual faculty member is employed less than full-time, the amount of money that he or she could receive must not exceed that which he or she would receive as a full-time faculty member plus the amounts indicated above.

In instances where programs are conducted off-campus, the faculty member will be eligible to receive reimbursement for travel expenses as provided by University regulations.

Deans and department heads must concur in all such assignments and be prepared to report on the activities of their faculty on request.

Questions and interpretations of this policy are to be directed to the Office of the Academic Vice President.

Off-Campus Employment

Any outside employment by any full-time University employee for personal services on a continuing basis shall be approved by the individual's immediate superior and department head (see consulting policy and conflict of interests).

Consulting Policy

The opportunity for qualified general faculty members to accept occasional professional consulting engagements is a traditional privilege extended to faculty members. Such activities are recognized as desirable and constitute legitimate means by which faculty members may develop and maintain professional relationships and contribute to growth and development of Colorado State University and the State of Colorado.

The primary professional responsibility of a member of the faculty is to the University. A faculty member is under obligation to render to the University the most effective service of which he or she is capable. No outside service should be undertaken, with or without pay, that might intefere with the discharge of this paramount obligation, and no outside regular practice enterprise shall be conducted that is in direct competition with University service. Faculty members must obtain approval, at least annually, of the type and general extent of their consulting activities from their department heads or immediate supervisors and their college dean (preferably in advance). The college dean will maintain a record of the consulting commitments requiring campus absence of his or her professional staff members.

A University employee who accepts a consulting assignment shall not use institutional facilities, except for the library and his or her office, without prior written approval of his or her department head and dean.

Conflict of Interest

Faculty members of a public university, as representatives and practitioners of respected professions, have an unusual responsibility to avoid conflicts of interest and possible inadvertent abuse of position, and the appearance of such relationships. It is recognized, however, that potentially difficult situations arise frequently in the necessary and complex relationships between the University and its faculty, agencies of government, and industrial firms.

A general faculty member who holds an assignment on a project sponsored by a government agency or industrial firm, or serves as a consultant or adviser to a sponsoring agency, shall refrain from any use of that assignment for private gain or advantage for himself or herself except for the fee or salary associated with that assignment. A faculty member shall not serve as a consultant or adviser to a sponsor for personal or private gain on any research or teaching project sponsored at the University by a governmental agency or commercial concern.

The purchase or rental by the University of property or services from an employee or from a business in which an employee or employee's family has a controlling interest can lead to criticism of the University, if the purchase is not conducted through the normal State bidding process or made on the open market at established prices. In such cases, faculty members are requested to discuss potential conflict of interest problems with the Vice President for Finance before commitments are made.

In addition to the University's policy on conflict of interest, an Executive Order by the Governor sets forth a Code of Ethics for employees of the State of Colorado. Faculty members may wish to refer to this document at the Office of the Vice President for Finance

Legislative Lobbying

The Governing Board prohibits legislative lobbying by employees. However, the Board encourages employees to make their expertise available to legislative committees. When an employee appears before such a committee, he or she shall make it clear that he or she speaks as a professional or as an individual and not on behalf of the University. It is anticipated that the content of a professional presentation will adhere to professional standards of relevance and accuracy. The President shall be informed of such appearances and be provided a copy of any written testimony which may be presented.

Colorado Sunshine Act of 1972

The Sunshine Act contains essentially three parts as follows:

1. Each member of the General Assembly, elected State officials, and judges must file a financial disclosure statement or their federal income tax return.

2. A person receiving any contribution for purposes of influencing regulations or other governmental action is required to register. The requirement that persons engaged in lobbying be registered contains the following exceptions: "The provisions of this section shall not apply to any person who merely appears before a committee of the general assembly or board or commission in support of or opposition to legislation or rule-making, but is not directly or indirectly compensated therefore, or to any State official acting in his official capacity or any elected public official acting in his official capacity."
3. The third part is entitled "Open Meetings Law" and requires that all meetings of two or more board members at which any public business is discussed or at which any formal action is taken be a public meeting open to the public, except as otherwise provided by the State Constitution with regard to the legislature. Any such meeting shall be held only after full and timely notice to the public. The Secretary of the Board shall maintain a list of persons who request notification of meetings and shall provide reasonable advance notification to such persons of public meetings. The minutes of the Board shall be promptly recorded and open to public inspection. The "Open Meetings Law" was effective January 1, 1973.

Holding Public Office

The Governing Board recognizes the University employee's responsibility for serving in public office. However, certain limitations are involved when employees of a state-supported university become candidates for public office. Inquire of the Secretary of the Governing Board for details regarding individual cases. The general policy of the University on the holding of public office by a University employee is:

1. A University employee may seek election to and hold public office subject to meeting in full his or her primary obligations associated with the public position he or she holds in a University assignment.
2. Employees wishing to become candidates for local public office (such as city councilman or school board member) on a nonpartisan ticket must obtain prior permission of the Governing Board through usual administrative channels.
3. If it is determined that duties of the elective public office require the employee to divert time and energy needed to fulfill his obligation to the University assignment, an adjustment in the employee's compensation will be made. Such an adjustment will follow the Board's policy on consultant services. This adjustment is expected to be made whether or not the employee draws compensation from the elective office.

Employees nominated for public office on partisan political tickets, and who as a result are obligated to conduct active campaigns for election preceding the general elections, must obtain prior permission of the Governing Board. If permission is granted, such employees will be placed upon special leave of absence without salary, effective upon the day following such nomination, and will be continued upon such status until action by the Governing Board restores them to duty and to pay status.

If an employee is elected to public office, such arrangements as the Governing Board deems necessary with respect to work shortages and pay status will be made to fit the particular case. If an employee is elected to the State Legislature, minimum requirement will be that there shall never be any duplication of University salary and legislative salary; and the employee will be considered on special leave of absence without pay while in attendance at legislative sessions or upon interim legislative assignments which require full-time absence or extensive absence from University duties. Such leaves of absence shall be granted only on the explicit condition that during the period the person involved shall neither represent himself or herself, nor knowingly allow himself or herself to be represented, as a University employee. If he or she is a candidate for an office for which his or her connection with the University implies a special competence, mention may be made of this connection, but it should not be implied that his or her candidacy has the support or endorsement of the University either as an institution or as a group of individuals.

In the case of an employee serving upon a school board or on a city council, no reduction of salary is anticipated, except as the case may be covered by State statutes, but the employee must fully recognize that he or she has an obligation to render the equivalent of full-time service to the University.

The Agricultural Research Service of the USDA holds that an amendment to the Hatch Act specifically exempts from its prohibition of political activity the officers and employees of educational or research institutions supported in whole or in part by the State, and that it removes Federal control over political activities of Experiment Station employees.

Extension Service personnel holding federal appointments are subject to the criminal restraints of the federal Hatch Act regarding political activity of classified federal civil service personnel. They are, therefore, prohibited from soliciting or receiving assessments or contributions for political purposes. In all other matters pertaining to political activity, Extension Service personnel are subject to University policy.

Because the Federal regulations of Extension and Experiment Station employees may differ, each case is considered individually. Referral of specific cases to Washington offices of Extension Service and Experiment Station may be necessary; sufficient time must be allowed the administration for this procedure. Any such referral shall be made through University administrative channels.

Work Hours

The responsibilities of general faculty members are such that it is not appropriate to establish specific work hours for all the work performed.

Teaching faculty members are expected to meet their classes as scheduled, to be available during their scheduled office hours and to observe any other scheduled hours (e.g., exams, department meetings, etc.) as may be required. Administrative personnel are expected to observe the hours established for their offices.

General faculty members are not eligible for overtime pay.

University Records

The Colorado Public Records Act provides that the policy of the State is that all records shall be open for inspection at a reasonable time, or as specifically provided by law. The term public records includes all writings made, maintained, or kept by the State or any agency, institution, or political subdivision.

The information included in the following sections has been abstracted from the Colorado Public Records Act and is not intended to be inclusive of all elements of the Act. Specific questions should be directed to the University custodians identified below.

An interpretation of the Act by the Attorney General suggests that records be categorized as follows:

1. Records open to inspection by any person;
2. Records closed to inspection by any person;
3. Records inspection of which *may* be denied in the public interest;
4. Records open for inspection *only* to a person in interest.

The term person in interest is defined in the Act as the person who is the subject of a record or any representative designated by said person, except that if the subject of the record is under legal disability, the term person in interest shall mean and include his parent or duly appointed guardian.

RECORDS OPEN TO INSPECTION

The Act states that all records shall be open to any person unless specifically prohibited by: (a) any State statute, (b) any Federal statute or regulation issued thereunder having the force and effect of law, or (c) rules promulgated by the order of any court.

RECORDS CLOSED TO INSPECTION

Few records are closed to inspection. Examples are letters of reference concerning employment, licensing, or issuance of permits.

RECORDS INSPECTION OF WHICH MAY BE DENIED

Inspection may be denied, but is not limited to, the following records on the ground that disclosure to the applicant would be contrary to the public interest: (a) records compiled for any law enforcement purpose; (b) test questions, scoring keys, and other examination data pertaining to administration of a licensing examination, examination for employment, or academic examination, except that written promotional examinations and the scores or results thereof conducted pursuant to civil service or any similar system shall be available for inspection, but not copied or reproduced, by the person in interest after any such examination has been conducted and graded; (c) the specific details of bona fide research projects being conducted by a state institution; and (d) the contents of real estate appraisals made for the State or a political subdivision thereof.

RECORDS OPEN FOR INSPECTION ONLY TO A PERSON IN INTEREST

Records open to inspection by a person in interest include, but are not limited to, the following: (a) medical, psychological, sociological, and scholastic achievement data; (b) personnel files, except applications and performance records, which latter records are available for inspection by the general public (salary, publication lists, academic degrees, and residence address and phone number contained in personnel files are not considered to be confidential and are available to the public); (c) trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data furnished by or obtained from any person; and (d) library and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions.

PROCEDURES FOR RELEASE OF RECORDS

If any University custodian denies access to any record, the Act states that the applicant may request a written statement of the grounds for the denial, which statement shall cite the law or regulation under which access is denied, and shall be furnished forthwith to the applicant.

In grievance or discrimination cases, requests may be made to supervisors and administrators to defend actions that they have taken. Their response should not include the release of confidential records unless the person in interest states in writing to the University custodian that his or her confidential records may be released. However, certain State and Federal agencies have the legal right to inspect confidential records without the approval of the person in interest. In order to protect the confidentiality of these records, release should be made only with the approval of the appropriate custodian.

By action of the Governing Board and 124-11-7 CRS-1963, the Secretary of the Governing Board is appointed official custodian of all University records. However, for administrative efficiency, this responsibility has been delegated to the custodians listed below. In any case of request for access to a specific record, if access is to be denied under the Act or if there is doubt about it, the request should be submitted to the appropriate custodian in writing:

1. The Director of Personnel Services is the custodian of employee personnel records, including salary information.
2. The Director of Admissions and Records is the custodian of student academic records. Inquiries about students' high school records, including scores on tests taken in high school or prior to enrollment at Colorado State University, should be referred to the high school involved. It is the policy of the University to deny requests by outside firms and individuals for listings giving the names and addresses of students (or parents) in advance of the issuance of the University directory of public use.
3. The Director of Student Relations is the custodian of student personnel records.
4. The Controller is the custodian of financial records, except for salary information.
5. The Secretary of the Governing Board is the custodian of land and water records for the University. The Secretary of the CSURF Board of Trustees is the custodian of similar records for CSURF.
6. Requests for access to any University record not identified above should be submitted to the Vice President for Finance.

The appeal of any decision by a custodian should be referred to the Secretary of the Governing Board for resolution.

Resignations

General faculty members resigning from the University, whether during or at the end of a contract year, should submit a written resignation with exact effective date. In consideration of the welfare of students and the department, a condition of employment is that academic faculty members shall not voluntarily terminate their services other than at the end of a semester. The department head will want to expedite all resignations quickly so that embarrassing overpayments will not occur. In addition, the department head will need to check carefully with the individual resigning to determine that there is agreement on the date that pay is to terminate, including all vacation, if this is applicable.

Nondiscrimination and Affirmative Action

Colorado State University does not discriminate on the basis of race, color, religion, national origin, sex, or handicap. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons and the University shall promote equal opportunity and treatment through a positive and continuing affirmative action program.

The University's affirmative action program is administered by the Equal Opportunity Office. Questions regarding the affirmative action program should be addressed to the Equal Opportunity Director in the Student Services Building.

Assignment of rooms in University housing is made in accordance with these policies of nondiscrimination. Off-campus householders who desire to list student accommodations with the University must certify that they will comply with the University's policy on nondiscrimination in student housing.

Any student or University employee who encounters acts of discrimination because of race, color, religion, national origin, sex, or handicap, either on or off campus, is urged to report such incident to the University by completing a simple form available for the purpose. Forms may be obtained and reports filed at residence hall main desks, Aggie Village Office, University Housing Office, or any other office in the Student Services Building, Student Center Office, Student Activities Center, Office of the Foreign Student Advisor, Placement Office, or Student Health Service. Completed reports will be forwarded from any of these offices to the Chairperson of the University Human Relations Committee, or the complainant may send the report directly to the Committee.

FACULTY BENEFITS

Unless otherwise noted, the Personnel Services Office should be contacted for detailed information on the following benefits.

Retirement Program

All regular and special employees, and temporary appointees for more than one semester, are enrolled in the Public Employees' Retirement Association, hereinafter called PERA. A part-time temporary employee who works less than full time should be covered whenever the emlpoyee exceeds the full-time equivalent of sixty working days within any six-month period. Professional Extension Service employees and other individuals enrolled in a Federal retirement program are excepted.

All faculty members are enrolled in PERA and are not covered by Social Security. Upon assuming required duties, and paying a $5.00 membership fee that is deducted from the initial paycheck, an employee attains membership in PERA. Thereafter, a 7.75% (current rate) of the employee's salary is deducted from the employee's monthly paycheck. The University's contribution is 10.64% (current rate). The amount deducted from the employee's salary and the University's contribution go toward the establishment of a retirement annuity fund for the employee. If requested, the employee's contribution is refunded upon termination and normally is received by the employee within 90 days after termination. The employee is eligible for a retirement annuity after 5 or more years of service, and may apply for a deferred annuity, rather than a refund.

Retirement credit accrues at the rate of 2½% per year of service for the first 20 years. Since July 1969, service beyond 20 years adds to retirement credit at the rate of 1% per year. Therefore, following retirement a member with 40 years service will receive 70% of his or her final average salary as a lifetime annuity. The average retirement rate is computed by using the highest 5 consecutive annual salaries out of the last 10-year period prior to retirement.

General faculty members retire on June 30 of the fiscal year in which they reach their 65th birthday. An employee may retire at age 60 with 20 or more years of service at approximately half annuity.

In rare instances in which employment of a general faculty member beyond retirement age appears necessary and desirable from the viewpoint of the University, the college dean — and coordinate administrative officials in the case of one of their staff — may consider continuation of employment, either full-time or part-time on a year-to-year basis. These rare exceptions will require the approval of the Governing Board through administrative channels on the basis or written requests. The written request must set forth the institutional needs in each case, the nature of the proposed assignment, and a statement verifying the employee concerned is in good health and able to fulfill the recommended assignment. It is contemplated that such appointments normally will be for teaching or research assignments.

Medical Insurance

The University offers two medical insurance programs which cover all nontemporary general faculty except for specific employees on Extension Service funds. Insurance coverage normally begins on the date of employment. The effective date of the plan for an employee absent from work on his employment date or for a disabled or confined dependent will be deferred until the date the employee resumes active work or the dependent is no longer disabled or confined.

The University's contribution towards medical insurance coverage is determined by the employee-only premium for the Equitable option described below. The difference in cost between the Equitable and ChoiceCare options is paid by the employee through payroll deduction. Coverage for an employee's dependents by payroll deduction is optional on either plan. The University's contribution will continue for the employee upon retirement with ten or more years of employment at the University. A description of the two plans follows; further information may be obtained from the Personnel Services Office.

EQUITABLE OPTION

This program was initiated by the University during 1972.

Dependents' Eligibility

Dependents are defined as:

1. Wife or husband except if legally separated.
2. Unmarried children under age 25. Mentally retarded or physically handicapped dependent children, who are incapable of self-support, may be covered regardless of age. The form to provide coverage for these dependents is available at the Personnel Services Office and should be completed within 31 days of a dependent child's eligibility under the provision. No person is a dependent if he of she is eligible for this plan as an employee.

Each dependent is eligible on the later of:

- a. The date on which the employee's coverage begins.
- b. The date an eligible dependent is acquired.

Any dependent confined to a hospital (except for birth) when he or she would normally become insured will become insured upon discharge from the hospital. If an employee enrolls dependents more than 31 days after their date of eligibility, they will not be insured until three months after the date enrolled.

Definitions

Following are definitions of a hospital and nursing home for purposes of this program:

1. A hospital means a legally constituted and operated institution having, on the premises, organized facilities (including organized diagnostic and major surgical facilities) for the care and treatment of sick and injured persons by or under the supervision of a staff of legally qualified physicians with a registered professional nurse on duty at all times. The term hospital does not include an institution or part thereof used principally as a rest or nursing facility or a facility for the aged, chronically ill, convalescents, drug addicts, or alcoholics, or as a facility providing primarily custodial, educational, or rehabilitory care.
2. A nursing home means an institution that for a fee (a) furnishes room and board and nursing services for medical care and has one or more licensed nurses on constant duty under the supervision, on a 24-hour basis, of a registered professional nurse of a physician legally licensed to practice medicine and surgery, and (b) complies with the legal requirements applicable to the operation of such an institution and at all times maintains medical records on all patients. The term nursing home does not include an institution used as a rest facility, or a facility for the aged, drug addicts, alcoholics, or for providing custodial or educational care.

Coverage

Covered medical expenses are charges incurred while insured and as a result of sickness or accidental injury. The contract stipulates that medical expenses must be "necessary, reasonable and customary." The charge for specific services is determined from several factors used by the insurance company. A basic consideration is the geographic location where the services are performed and any existing fee schedule that may have been developed by the local or State Medical Society. In Colorado, the Colorado Relative Value schedule as developed by the Colorado Medical Society is used as a starting point for services provided by Colorado physicians. From this point such factors as the physician's area of specialization, the severity of the condition, complications and any other relevant information are used to establish the "necessary, reasonable and customary" fee for services rendered. Within these general parameters, the following services, supplies and treatment qualify as covered medical expenses:

1. A legally constituted and operated hospital's charges for services.
2. Charges made by a legally licensed physician for diagnosis, treatment, and surgery.
3. Private duty nursing service charges of a registered nurse.
4. Charges for local ambulance service, equipment, medication, appliances, x-ray services, laboratory tests, oxygen physiotherapy, and use of radium radioactive isotopes and iron lung.
5. Oral surgery charges by a doctor of dental surgery for cutting procedures for the treatment of diseases or injuries of the jaw or the extraction of impacted teeth, if performed while the insured person is confined in a hospital for at least 18 hours.

Benefit Period

Under this plan a benefit period constitutes a calendar year. During each calendar year an insured individual or family must satisfy, with covered charges, the deductible shown in the schedule of benefits. After satisfying the deductible, benefits are payable for the balance of the calendar year.

A benefit period ends on December 31st or the date an insured individual's insurance terminates. Any covered charges incurred during the last three calendar months of a calendar year, which are applied toward the deductible for such calendar year, are automatically applied toward the deductible for the following calendar year.

Benefits

1. Maximum individual lifetime benefit is $100,000.
2. Deductible is $100 per individual per calendar year, with not more than $200 per family per calendar year.
3. Benefits, after covered charges exceed the deductible, are 80% of the first $2500 of covered charges, and 100% thereafter in each calendar year.
4. Hospital benefits are:
    a. Private room covered up to the hospital's average charge for semiprivate room.
    b. Intensive care covered up to two times the hospital's average charge for semiprivate room.
5. Nursing home post-confinement benefits are:
    a. Room and board covered up to one-half the confining hospital's average charge for semiprivate room.
    b. Covered days are 60 per confinement.
    c. Nursing home confinement must be within 7 days from the end of at least 5 consecutive days of hospital confinement and result from the same or related cause as for hospital confinement.

   d. Successive periods of nursing home confinement while insured and due to same or related causes are considered one confinement unless separated by more than 7 consecutive days during which the individual was neither confined in a hospital or nursing home, nor under 24-hour nursing care.

6. Chiropractic treatment.
7. Acupuncture when performed by a physician legally licensed to practice medicine and surgery.
8. Maternity benefits are:
   a. 50% of charges for normal delivery are covered.
   b. Complications are covered the same as a nonmaternity expense.
   c. Normal delivery expenses incurred within 9 months after insurance became effective are not covered.
9. Psychiatric treatment benefits are:
   a. In-patient care is covered as any other illness.
   b. Out-patient psychiatric charges are payable on an 80% basis (subject to deductible) for the first 10 visits and 50% thereafter, up to a maximum of 26 visits in any 12 consecutive month period. Maximum covered charge is $30 per visit.
10. Medicare integration is calculated the same as for individuals not covered under Medicare, except that benefits for which you are eligible under Medicare will reduce the total calculated benefit in accordance with the nonduplication of benefits provision. Be sure to enroll for all Medicare benefits for which you are eligible, as this plan will not cover any charges available to you under Medicare.

Reinstatement of Maximum Benefit

If benefits are not reinstated, the maximum benefit for any one individual during his lifetime is $100,000. After an individual has received a minimum of $1,000 in benefits, application for reinstatement of the benefits used may be made by furnishing satisfactory evidence of good health. Forms for this purpose may be secured at the Personnel Services Office.

Common Accident Deductible

In the event two or more persons insured as members of a family incur covered expenses as the result of the same accident, such expenses are combined for all such family members and only one cash deductible is applied during such calendar year and again during the following calendar year for expenses resulting from the accident. The benefits with respect to each of the persons involved in the accident are determined separately on the basis of their respective expenses.

If in addition to any common accident expenses, an insured family member incurs covered charges not related to the accident, the usual deductible for these expenses must be satisfied. However, the deductible is reduced by any expenses used to satisfy the common accident deductible.

Psychiatric Treatment

The covered charge for professional fees for psychiatric treatment while not confined to a hospital is $30 per visit. The number of covered visits in any 12 consecutive month period is 26. Benefits are provided at the rate of 80% of the covered charges for the first 10 visits and 50% thereafter. Psychiatric treatment while confined to a hospital is covered as any other illness.

Exclusions

Covered charges do not include the following:

1. Expenses for services, supplies, and treatment unless prescribed as necessary by a legally licensed physician or by a doctor of dental surgery as indicated for oral surgery while confined in a hospital.
2. Expenses incurred in a Federal hospital or on account of war.
3. Expenses for eye refractions or the fitting or cost of eyeglasses and hearing aids, transportation (except local ambulance service), health examinations unless in connection with accidental injury or illness, or dental work (except as indicated for oral surgery or because of accidental injury to sound natural teeth while insured).
4. Expenses for treatment of weak, strained, or flat feet or instability or imbalance of the feet, or any tarsalgia, metatarsalgia or bunions, treatment (including cutting or removal by any method) of toe nails, or of superficial lesions of the feet including corns, callouses, and hyperkeratoses.
5. Expenses for contact lenses or the fitting thereof, visual analysis or testing of visual acuity, biomicroscopy, field charting aniseikonic investigation, orthoptic training, visual training, servicing of visual corrective devices or consultations related to such services.
6. Expenses for occupational sickness or accidental injury with any employer.
7. Expenses for diagnosis and care of dislocations of vertebrae or subluxations or misplacement of vertebrae, except when such treatment requires the administration of a general anesthesia, an open cutting operation, or confinement to a hospital.

Preexisting Conditions

Covered charges do not include expenses for services, supplies, and treatment for an injury or sickness or any related condition which existed within three months prior to the date a person becomes insured. This limitation does not apply to newborn children, nor the first $500 of benefits payable for covered charges. For any insured person such preexisting limitation is removed with respect to covered charges incurred after the earliest of the following dates which occur after the effective date of a person's insurance:

1. The end of a three consecutive months period during which no covered charges were incurred on account of that injury, sickness, or related condition.
2. The end of a six consecutive months period during which the individual was continuously insured and actively at work.
3. The end of a 12 consecutive months period during which the individual involved was continuously insured.
   The above limitation does not apply to persons insured on July 1, 1972 and who were insured under the previous carrier's major medical plan on June 30, 1972, nor to those individuals who transfer from any other optional health care plan offered by the University during periods of open enrollment.

Extended Benefits

1. If at the time an individual's coverage terminates (for any reason other than termination of the group policy or its amendment to terminate the class of

insured persons of which such person is a member), the individual is totally disabled by injury or sickness, benefits will be payable as if insurance had not terminated for such covered charges incurred while so disabled and specifically related to such injury or sickness.

2. If an insured female is pregnant when her coverage terminates (for any reason other than termination of the group policy or its amendment to terminate the class of insured persons of which such person is a member), benefits will be payable during the nine months following such termination as if her insurance had not terminated.

However, benefits in accordance with item 1 above and in the event of complications of pregnancy under item 2 above are payable for covered charges incurred from the date of termination to the December 31 of the calendar year following the year in which insurance terminated.

Totally Disabled

A person is totally disabled when continuously prevented from engaging in any occupation and performing all regular and customary duties.

Medical Claim Examples

The following claim examples should prove helpful in understanding the program.

1. Routine hospitalization and surgery

Hospital	$400
Surgeon	200
Post-confinement prescription drugs	80
Total	$680

If the $100 deductible has not been satisfied for the calendar year, the benefit is 80% of $580 or $464. If the deductible has been satisfied, the benefit is 80% of $680, or $544.

2. Out-patient care and drugs

Six members of a family spent $800 during the calendar year on prescription drugs, out-patient x-rays, laboratory tests, and physician's office visits.

Total charges	$800
Less maximum deductible per family	-200
Total	$600
Total benefit (80% of $600)	$480

3. Major surgery

Hospital	$16,000
Surgeon	700
Assistant surgeon	140
Anesthesiologist	150
Medical care	400
Prescription and office calls	300
Total	$17,690

If the $100 deductible has not been satisfied, the benefit is 80% of the excess over $100 up to $2500, and 100% of the excess over $2500.

80% of $2,400 = $1,920 plus 100% of $15,190 = $17,110

If the deductible has been satisfied, the benefit is 80% of $2,500, plus 100% of $15,190, or a total of $17,190.

4. Normal delivery maternity

Total physician and hospital charges	$750
Maximum covered charge with normal delivery	50%

Payment would amount to $375.

Nonduplication of Benefits

This plan has been designed to help meet the cost of illness or injury. Since it is not intended that the individual receive greater benefits than the actual medical expenses incurred, any coverage the individual has under other plans is taken into account in determining the amount of benefit payable under this plan. Specifically, this plan will pay either its regular benefits in full, or a reduced amount which, when added to the benefits available under the other plan, or plans, will equal 100% of allowable expenses. Allowable expense means any necessary, reasonable and customary expense, all or any part of which would have been a covered charge under this or any other plan.

Plans means any plan providing benefits or services for or by reason of medical or dental care or treatment, and such benefits or services are provided by group insurance or any other arrangement of coverage for individuals in a group whether on an insured or uninsured basis, or through any governmental program required or provided by statute, including medical coverage provided by no-fault motor vehicle insurance.

On or after the first day of the calendar month in which the insured person attains age 65, benefits enumerated under Part B of Medicare shall be used in calculating the benefits payable under this plan, whether or not the individual is insured under Part B of Medicare. Any item of expense covered under Medicare will be considered an allowable expense only if it is a covered charge under another plan covering the insured.

Termination of Coverage

Coverage terminates on the last day of the calendar month in which the individual (a) leaves the University's employ, (b) is no longer eligible, or (c) the group policy terminates, whichever occurs first. A dependent's insurance terminates when the employee's insurance terminates or when the dependent is no longer an eligible dependent, whichever occurs first.

If an individual ceases active work, inquire at the Personnel Services Office as to what arrangements, if any, may be made to continue coverage.

Conversion Privilege

Although group coverage cannot be continued on an individual basis when insurance terminates upon leaving the University, an individual policy of basic hospital and surgical insurance may be applied for, without submitting evidence of insurability. The individual must be insured for three months and such application must be made to the carrier and the first premium paid within 31 days after termination of insurance. For complete information, contact the Personnel Services Office.

Claim Filing

Health claim forms are available at the Personnel Services Office. Verification of enrollment must be current; therefore, claim forms should be secured only at the time medical charges are to be submitted for payment.

The following are offered as a guide for completing the claim forms and submitting expenses for payment:

1. *Be sure every question is answered in the "Employee's Statement" section.*
2. Complete "Authorization to Release Information" for hospital's or physician's statement, or both, on reverse side of form.
3. If you wish payment made directly to a hospital or physician, complete appropriate "Authorization to Pay Insurance Benefits" on reverse side of form.
4. Bills for services and treatment may be submitted as follows and must include the information indicated (Note: It is not necessary for the hospital or doctor to complete their parts of the claim form if their bills include the information indicated):
   a. For hospital charge, attach itemized bill.
   b. Have physician complete his part of the form or attach itemized bill that shows the patient's name, dates of treatment, nature of treatment (diagnosis), and charges.
   c. For prescription drugs secure a special "Drug and Medicine Record" form from the Personnel Services Office. When using this form, your bills must be available to the carrier if requested, or submit actual bills that show the patient's name, prescription number, date of purchase, and charge.
   d. For charges by registered nurses and for x-rays, laboratory or medical equipment, the bills must show the patient's name, nature and date of service, place of service, amount of charge, and recommending physician.
5. Forward claim form and attached bills to address at top of claim form. Should the carrier require additional information, they will contact the individual directly. Once a claim has been processed, benefit payments wil be sent directly to the individual by the carrier.

CHOICECARE OPTION

The ChoiceCare option was approved by the University in 1975.

Dependents' Eligibility

Dependents are defined as:

1. Spouse of the employee.
2. A dependent, unmarried child under the age of 19 of either the employee or the spouse.
3. A dependent unmarried child of either the employee or the spouse, under the age of 25, enrolled as a full-time student at a recognized educational institution.
4. A foster child supported by the employee or the spouse.

The attainment of the limiting age shall not operate to terminate coverage of a child while the child is, and continues to be both incapable of self-sustaining employment, by reason or mental retardation or physical handicap, and chiefly dependent upon the employee for support and maintenance. The form to provide coverage for these dependents is available at the Personnel Services Office and must be completed within 30 days of a dependent child's eligibility under the provision and annually thereafter.

Dependents may be enrolled with the employee at the time of employment or during the annual open enrollment period. Dependents may be enrolled after the initial enrollment period by making application to ChoiceCare. Such application shall include a statement of health for each new family dependent applying for membership, and excluding newborn, ChoiceCare reserves the right to invoke pre-existing clauses or reject application.

Definitions

Definitions are contained in the Comprehensive Health Care Service Agreement (group contract) and are on file with the Personnel Services Office.

Coverage

The contract states that medical expenses must be the "usual, customary and reasonable charge" of the provider of service. Physician services must be rendered in Larimer County by a Member Physician (defined as a member of PSC. . .Larimer Physician's Service Corporation. . .and who has signed a Physician's Service Agreement). ChoiceCare members may be referred to a non-member physician or a non-participating provider inside or outside Larimer County if their Medical problems require medical knowledge or procedures outside the normal scope of *any* Member Physician's existing medical practice.

Prior approval of such referrals is a requirement of ChoiceCare for payment.

Emergency medical care outside the ChoiceCare service area (Larimer County) is covered up to a maximum of $20,000 per employee or dependent for any one calendar year.

Benefit Period

Under this plan a benefit period constitutes a calendar year for the purpose of determining the prescription drug deductible and inpatient hospital deductible. Any covered charges incurred during the last three calendar months of a calendar year, which are applied toward the deductible for such calendar year, are "carried over" and applied toward the deductible for the following calendar year.

Services and Benefits

ChoiceCare provides comprehensive health care on a prepayment basis with the member having very few unanticipated out-of-pocket expenses. Members are entitled to receive the comprehensive health care services and other benefits as set forth below. Except in cases of emergency care as defined in Section F below, these services and benefits are covered only if performed, prescribed or directed by a Member Physician or Referral Physician.

A. Physician Services:

1. Preventive and Health Maintenance Services are covered as follows:
   a. Well baby care, including immunizations: In Full.
   b. Office visits for the purpose of administration of drugs, including innoculations, immunizations and allergens and necessary medical services: In Full.
   (Only immunizations which are routinely administered or those which become necessary due to a specific local threat of disease are covered.

Immunizations required for travel outside the continental U.S. are not covered. Administration of allergens are covered up to 52 injections per year.)

c. Periodic Physical Examinations are covered in full according to the following schedule:

Newborn and infant care: Examinations provided for children under a family contract at 2 weeks; 4 weeks; 6 weeks; 2½ months; 3½ months; 5 months; 6 months; 7 months.

Examinations as deemed appropriate by a Member Physician but at least: 1½ years; 2 years; 5 years; 9 years; 12 years; 15 years; 18 years.

Adults — ages 19-35: Complete physicial examinations every five years to include urinalysis, hematocrit, hemoglobin, multiple chemistry screen (up to $14.00) and chest x-ray.

Adults — ages 35 and over: Complete physical every two years (up to $14.00 for chemistry screen).

Women of normal child bearing age: Yearly breast and pelvic exam including PAP smear, hematocrit and urinalysis.

More frequent examinations will be covered in full in support of a specific diagnosis, as determined by a Member Physician.

2. Diagnostic Services, Covered in Full.
   a. Diagnostic Services such as x-ray, pathology laboratory tests, EKG, EEG, are covered when ordered by a Member Physician. Diagnostic Services may be performed by any providers certified by the Bureau of Health Insurance for Medicare.
   b. Speech and Hearing exams as ordered by a Member Physician are covered.
   c. Allergy services are covered when ordered or performed by a Member Physician, with a Maximum Benefit of $143.00 for testing procedures and up to 52 injections per calendar year for treatment.
   d. Radiation Therapy performed by a certified radiotherapist is covered.
3. Routine Office Visits are covered beginning with the first visit and including routine diagnostic examination and treatment of illness or injury. In Full.
4. Outpatient Psychiatric Care is provided for as follows:
   a. One psychiatric consultation to a Member Physician (Psychiatrist) for the purpose of determining whether a disease is functional or organic is paid in full.
   b. A total of 50 office visits per year for treatment of mental or nervous disorders is covered under this plan. Services rendered by Member Physicians (Psychiatrists) and Associate Provider Members (Clinical Psychologists) will be paid at 80% of the allowable Colorado Relative Value Study rate for the first ten (10) psychiatric or mental health visits and 50% of the allowable rate for subsequent visits up to the maximum allowable total visits.

Psychiatric social workers under the continuing supervision of Member Physicians (Psychiatrists) will be reimbursed at 80% of normal and customary charges for the first ten (10) mental health visits, then 50% of normal and customary charges for remaining visits up to the maximum allowable total visits.

Patient visits to psychiatrists, psychologists and psychiatric social workers shall be totaled to arrive at reimbursement rates, and maximum allowable visits.

5. Physicians Services While Hospitalized or in the hospital outpatient department or emergency room are covered as follows:
   a. Recognized operative and surgical procedures, performed by Member Physicians and including assistant surgeons, non-physician surgical assistants and anesthesiology services, In Full.
   b. Medical Services during coverable hospitalization and convalescence rendered by a Member Physician, including treatment by consulting physicians when rendered at request of Member Physician, In Full.
6. Home Visits: Physician visits to a Subscriber's home are covered when in the judgment of the Member Physician the circumstances made such a visit medically necessary. The Subscriber shall pay a $5.00 service charge for each person examined during such a visit.

B. Hospital Inpatient Services:

Hospital charges resulting from treatment received as a hospital inpatient due to a sickness only are subject to a yearly deductible of $100 per individual or maximum of $200 per family. Hospitalization due to accidents is covered in full. Maternity hospitalization, refer to Section D on Maternity Benefits.

1. Inpatient Services
   a. Subscribers are entitled to 365 days confinement per calendar year in a general acute care hospital licensed by the State of Colorado and certified by the Bureau of Health Insurance for Medicare; or licensed hospital affiliated convalescent center.
   b. Services include: room, board and nursing care in an average two-bed accomodation; intensive care and coronary care if required; operating room; anesthesia; prescribed drugs and medications; diagnostic x-ray and laboratory; inhalation; occuptional and physical therapy; blood and blood fraction administration.
   c. Psychiatric care: Twenty (20) full days of confinement per calendar year in appropriate accomodation in a general hospital.

C. Hospital Outpatient Service:

Outpatient charges are covered when rendered by a Member Physician when medically required due to emergency or out-of-hours illness or injury; or other special treatment that cannot, in the judgment of the Member Physician, be performed in the physician's office.

1. Emergency Room treatment inside the service area is paid in full for accidental injury. Illnesses treated at a hospital emergency room inside the service area require $10.00 payment by the member.
2. Diagnostic x-ray and laboratory procedures are covered when ordered by a Member Physician.
3. Radiation therapy is covered when referred by a Member Physician.

D. Maternity:

Maternity charges are covered including all Member Physician's services for normal delivery, pre- and post-natal visits to physician; delivery room; room and board; prescribed medication and nursing care for mother and for newborn during period of mother's confinement and thereafter if the child is enrolled as a Family Dependent.

1. Maternity benefits are available only under Couple and Family Contracts for spouse or Subscriber, and only for those pregnancies commencing after enrollment as a Subscriber to this plan.

2. Subscriber is responsible for payment of the first $100 of the physician's charges, and the first $200 of hospital charges for normal delivery, abortions, and for Caesarean delivery other than the initial delivery. ChoiceCare will pay all further eligible expenses for both physician and hospital.
3. Complications as a result of a pregnancy and abnormal pregnancies are covered in full, including initial Caesarean section. (Hospitalization $100 deductible is applicable).

E. Prescription Drugs:

1. Covered drugs are those which require a prescription, are prescribed by a Member Physician, and purchased through a licensed pharmacy. In addition, insulin and disposable syringes for its administration are covered. Immunotherapy for allergy is covered only under the allergy benefit.
2. Subscribers shall pay the first $25 per calendar year for covered drugs. After the $25 deductible is satisfied, ChoiceCare shall reimburse in full all eligible prescription drug charges for remainder of that year. Maximum deductible required per family is $50 per year.

F. Eye Care:

1. All medical and surgical procedures relating to the eye are covered in full, except for refractions to determine a prescription for eye glasses.
2. Contact lenses are covered when medically indicated in kerataconus, aphakia and therapeutic bandaging in bullous keratopathy, severe corneal infections, various dry eye syndromes; neuroparalytic keratitis, exposure keratitis (e.g. Bell's palsy), corneal burns, and Stevens Johnson syndrome. Eye glasses are covered when medically indicated in aphakia.

G. Other Services:

The following services are covered as described below:

1. Home Health Care, when prescribed and directed by a Member Physician and care is through a participating and certified home health agency. Covered in Full.
2. Local Ambulance Transport, when ordered by a Member Physician or appropriate under emergency conditions arising from accident or acute illness up to a maximum of $100 per year per individual, or maximum $200 per family per year.
3. Dietary Counseling: When ordered by a Member Physician and rendered as an outpatient by a registered dietition and approved by ChoiceCare. Covered in Full.
4. Therapy: Occupational, physical, speech and hearing therapy as ordered by a Member Physician and performed by a therapist licensed in Colorado in the appropriate field. Covered in Full.
5. Prosthetic Devices and Eye Glasses: Initial fitting and purchase of artificial limbs and eyes are coverable when their use has been necessitated due to illness or injury or congenital malformation which occurred while a subscriber to this plan. Implanted prosthetic devices such as heart valves and artificial joints are covered (other than cosmetic devices).
6. Durable Equipment and Appliances: Prescribed durable equipment, appliances and artificial aids such as braces are provided without charge. ChoiceCare reserves the right to lend durable equipment during the required period. Installation, maintenance and operation of such items shall be at the Member's sole expense and risk.

H. Medical Emergency Services Outside the Service Area:

1. For accidents and emergency illness only — Paid in full up to maximum of $20,000.00 physician's services and for institutional services, when ChoiceCare is notified within 48 hours of the incident, or as soon thereafter as circumstances permit when the accident or emergency illness prevents notification within the specified time. Services must be recommended or approved by a physician. Eligible Medical Emergency Expenses are "Usual, Customary, and Reasonable" charges for supplies and services rendered the Member as a result of the Medical Emergency.
2. Benefits under this Section shall be covered to the extent of and in accordance with terms and conditions set forth in this Agreement. There shall be no reimbursement made for services which would otherwise be excluded.
3. Obstetrical Care. Payment as outlined in Section D shall be made for emergency hospitalization as a result of complications of pregnancy or unexpected delivery but not for normal delivery.
4. Continuation or Follow-up Treatment. Monetary payment under this section H for a Medical Emergency shall be limited to services required before the Member can, without medically harmful or injurious consequences, return to the ChoiceCare Service Area. Except when eligible under other Sections of the Explanation of Services and approved by ChoiceCare, additional benefits for continuing or follow-up treatment shall be provided only in the ChoiceCare Service Area subject to all the provisions of this Agreement.

I. Alcoholism and Drug Abuse:

1. All benefits elsewhere provided for in this explanation of Services are available for emergency or non-emergency medical treatment for alcoholism and drug abuse.
2. Psychiatric treatment required due to alcoholism or drug addiction is covered as other psychiatric disorders explained in Section A.4 and B.1.c.

J. Exclusions and Limitations:

The following services are not eligible expenses under the ChoiceCare Plan:

1. Services of non-member providers or non-member institutions except as specifically provided for in the basic plan under Emergency Out-of-Area Benefits or authorized referral.
2. Services provided or available under any government law, services covered by Workmen's Compensation or Employer Liability Law, and accommodations, care, services, equipment, medications or supplies furnished by a governmental agency or any other source and services as a result of war or service connected disability.
3. Care provided in custodial or domiciliary institution.
4. Services for cosmetic care are not covered except for conditions which occurred as a result of accident or illness, while a member, or for congenital anomalies.
5. Eye glasses or examination for eye glasses except as specifically provided for in Paragraph F of the basic plan. General dental services, specifically dental care x-rays, orthodontics, peridontics, or hospitalization for extraction of teeth. Specifically, extraction of teeth either as an in-patient or out-patient is *not* covered.

6. Physical examinations for the purpose of obtaining or continuing employment, insurance or governmental licensure, or other physical examination not provided for in ChoiceCare schedule. Specifically, this shall exclude physicals solely for the purpose of participation in camps, sports activities, recreation programs and similar activities.
7. Charges for or in connection with travel or transportation except for authorized ambulance transport set forth in Section E (2) of the basic plan regarding ambulance transportation.
8. Marriage counseling is specifically excluded from coverage.
9. Organ transplants, other than kidney or corneal transplants, are excluded.
10. Charges for any services available under this plan made by any member of the Member's immediate family or any other person who normally resides in the Member's home are *not* covered.

Deductibles, Co-Payments and Maximums

ChoiceCare has four deductibles, four co-payments and four maximums as follows:

Deductibles

1) The first $25 per member of expenses for prescription drugs and medications. (Maximum of two deductibles per family per year).
2) the first $100 of a hospital bill if a member is admitted due to an illness. (Maximum of two deductibles per family per year).
3) The first $100 of the doctor's bill for maternity care.
4) The first $200 of the hospital bill for maternity care.

Co-Payments

1) The first $10 for emergency room treatment of an illness.
2) A $12 co-payment for an eye exam if it included a refraction for the purpose of determining a prescription for glasses.
3) The first $5 of a doctor's bill for making a house call.
4) The first doctor's office visit for psychiatric care is provided in full. You pay 20% of the bills for the next 10 visits and 50% fo the bills for the next 40 visits.

Maximums

1) ChoiceCare pays a maximum of $100 per member per year and a maximum of $200 per family per year for ambulance transport.
2) ChoiceCare pays a maximum of $20,000 for emergency treatment outside of Larimer County.
3) ChoiceCare provides a maximum of 20 full days of hospitalization per year for psychiatric care.

Extended Benefits

1. If health care coverage for the employee or dependent(s) terminates for any reason other than termination of this Agreement or voluntary termination by the employer, any Member who is totally disabled at that time shall receive extended coverage for the illness or accident which caused the disability. Extended coverage for illness or injury which caused the disability will be provided for a period equal to the time the employee or dependent has been covered under the plan, but in no instance for more than one year. If the Agreement between the employer and ChoiceCare is terminated, extended

coverage for the illness or injury which caused the disability will be provided for a period of six months from the date of termination.

Exclusions are: (1) Intentionally self-inflicted injury of any kind; (2) participation in or in consequence of having participated in the commission of an assault or felony; or (3) disability resulting from pregnancy, alcoholism, or drug addiction.

2. If a covered member (Couple of Family Contract) is pregnant when her coverage terminates, ChoiceCare will continue obstetrical care only, through and including confinement and discharge, subject to payment of applicable charges.

Totally Disabled

An adult person is considered to be totally disabled when, by reason of an injury or illness, he or she is wholly unable to perform the usual tasks in the work he or she was performing at the time of the illness or injury, and is wholly unable to perform any work for which he or she is fitted by age, education, training, general physical and mental capacity, and previous work experience. A dependent child will be considered totally disabled when, as a result of injury or sickness, he or she is wholly unable to engage in the normal activities of a person of the same sex and age.

Coordination of Benefits

ChoiceCare will pay either its regular benefits in full or a reduced amount which, when added to the benefits available under the other plan or plans, will equal 100% of covered expenses. Covered expense means the reasonable cost of any physician, hospital, nursing, ambulance or related services or supplies toward which benefits are payable under the Group Membership Agreement or any other plan including medical benefits provided by no fault motor vehicle insurance.

Termination of Coverage

Coverage ceases on the last day of the calendar month in which the employee (a) leaves the University's employ, (b) is no longer eligible, or (c) the group membership agreement terminates, whichever occurs first. A dependent's coverage ceases when the employee's coverage terminates or when the dependent is no longer an eligible dependent, whichever occurs first. When cessation of coverage results from the death of the employee, the coverage of the dependents may be continued but not beyond three months immediately following the month in which the death occurs.

Conversion Privilege

A general faculty member who has been a member of the ChoiceCare option for at least 90 days and ceases to be eligible to be insured under the University group policy for any reason other than a) non-payment of applicable charges; or b) termination of membership rights by ChoiceCare for cause, then the member may, within thirty days after termination, convert his or her membership to such classification of ChoiceCare individual coverage as may be in effect at the time of his or her application for conversion. A statement of health under this provision is not required.

Claims Filing

The ChoiceCare member has no claims forms to complete. Unless a service is not covered by ChoiceCare, the member should not receive a bill. However, if the member receives a bill for which ChoiceCare is responsible, forward it to the ChoiceCare office.

Members are requested to keep a log of prescription drugs on a form supplied by ChoiceCare.

Long Term Disability Insurance

This program was initiated by the University during 1971.

Employer Contribution

The entire cost of this coverage is paid for by the University

Eligibility and Effective Date

All nontemporary general faculty are covered under this program. Coverage is effective on the first day of the policy month coinciding with or next following the completion of one year's service with the University as a general faculty member.

Employees not actively at work on the day their insurance would be effective will be insured upon return to active work.

Coverage

Relatively few disabilities last beyond three months, but those that do, last for long periods. When long-term disability strikes, the economic impact on the individual and his or her family is usually severe. Through this program, each participant is assured of replacement of a substantial part of his or her income in the event of such disability.

The term total disability means that during the first 27 months of such total disability, the individual is completely unable, by reason of sickness or bodily injury, to engage in regular duties. Thereafter, it will mean the inability of the individual, by reason of sickness or bodily injury, to engage in any occupation for which the individual is reasonably fitted by education, training, or experience.

Benefits

This program provides the following benefits, which begin on the first of the month following three consecutive months of total disability and continue during such disability until the death of the individual, but not beyond age 65.

1. A monthy income benefit that includes any income benefits payable from Social Security, Workmen's Compensaiton, and any other disability insurance or retirement plan for which contributions or payroll deductions are made by the University, and is equal to 60% of the individual's covered monthly salary as of the date the disability began, but not to exceed $1,500 monthly. In no event will the monthly income benefit be less than $50, even if this amount brings the total disability income to more than 60% of salary.

2. A waiver benefit, as shown below, is credited as monthly premiums to an annuity issued at the time disability benefits commence, subject to the receipt of a satisfactorily completed annuity application.

Employment Classification*	Percentage of Covered Monthly Salary
Less than 5 years of service	10%
5 or more years of service	5%

3. The monthly income and waiver benefit payable during continuous total disability is increased each year by 3% compounded annually, beginning with the first day of the calendar month following 15 months of such continuous disability.
4. Covered monthly salary used to determine benefits is one-twelfth of fiscal year salary for 12-month employees (exclusive of overtime and other forms of additional compensation). Salary received by 9-month faculty members from a summer session contract is included in the annual salary computation provided the faculty member has received summer session salary during two of the past three years.
5. The combination of a monthly income benefit and a monthly waiver benefit assures participants that in the event of total, long-term disability, they will receive a regular monthly income and premiums will continue to be applied on an annuity during such disability until age 65, when disability benefits stop and annuity benefits can begin. In the event of death before age 65, the full current value of the annuity accumulation is paid to the individual's beneficiary in accordance with the beneficiary options of the annuity.

Exclusions

Benefits are not payable if total disability results from any of the following causes:

1. Injury or sickness resulting from war, declared or undeclared.
2. Intentionally self-inflicted injury or sickness.
3. Pregnancy, unless the period of continuous disability begins after a period of two weeks or more throughout which the employee was actively at work following the termination of such pregnancy.

Termination of Coverage

Coverge will terminate if active service is terminated and if the individual ceases to be a nontemporary general faculty member, or if the program is terminated. Also, coverage terminates three months before the individual's 65th birthday, since benefits are not payable for the first three months of total disability nor beyond age 65. Termination of coverage does not affect benefits for a total disability existing on the date of such termination.

Life Insurance

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This program was initiated by the University during 1970.

Employer Contribution

The entire cost of the coverage is paid for by the University.

Coverage

Coverage is one and one-half times annual salary (rounded to the next lower $500 if not an even multiple of $500), and subject to the following minimum and maximum amounts:

	Group Life	Accidental Death and Dismemberment
Minimum	$21,000	$21,000
Maximum	50,000	50,000

Changes in amounts of coverage become effective when salary changes. For employees absent from work on the date of the change of salary, the change in insurance becomes effective on the day the employee returns to work. Benefits cease upon retirement; however, a conversion privilege is available.

Eligibility and Effective Date

All nontemporary general faculty are covered. Insurance begins on the date of employment. Exception: For employees absent from work on their employment date, insurance begins on the day of the employee's commencement of active work.

Death Benefits

1. Upon death, benefits are payable to the beneficiary in a single sum or in installments. The employee, or in the absence of such election by the employee, the beneficiary after the death of the employee may arrange for installments by completing the necessary form available at the Personnel Services Office.
2. The beneficiary may be changed by the employee at any time. Forms are available at the Personnel Services Office. The change in beneficiary will take effect only upon entry on the insurance records maintained in connection with the policy.
3. If there is no designated beneficiary living at the time of the employee's death, payment will be made in a single sum to the first surviving class of the following classes of successive preference beneficiaries: (a) widow or widower; (b) surviving children; (c) surviving parents; (d) surviving brothers and sisters; and (e) executors or administrators.

   In the absence of the appointment of a legal guardian, any minor's share may be paid at a rate not exceeding $50 a month to such adult or adults as have, in the carrier's opinion, assumed the custody and principal support of such minor.
4. If, while insured and prior to age 60, the employee becomes totally disabled and unable to work in any occupation, coverage may be continued as long as the employee remains totally disabled. Proof of continued disability must be submitted to the carrier three months prior to each anniversary of the date premium payments stop.
5. Protection continues for 31 days after termination of employment with the University. During this period, conversion to an individual policy can be made without medical examination. If the beneficiary named to receive the death benefit under such individual policy or in the application thereof is different from the beneficiary named under the group policy, any amount

payable under the group policy will be payable to the beneficiary under the individual policy.

Accidental Death and Dismemberment Benefits

Benefits are payable for an accidental injury caused exclusively by external, violent, and accidental means. The accident must happen while insured, and the loss must occur within 90 days of the date of the accident.

Full amount payable for loss of:

Life
Both hands or both feet
Sight of both eyes
Any combination of foot, hand or sight of one eye

Half amount payable for loss of:

One hand
One foot
Sight of one eye

Loss of hand or foot is defined as severance at or above the wrist or ankle joint, and loss of sight means total and irrecoverable loss of sight.

If more than one loss is suffered in one accident, payment will be made for that loss which provides the greatest benefit payable. Previous losses due to separate accidents are not deductible from future claims.

Benefits are not payable for losses resulting from, or caused directly, indirectly, wholly, or partly by (a) bodily or mental infirmity, bacterial infections (except infections caused by pyogenic organisms which shall occur with and through an accidental cut or wound) or disease or illness of any kind; (b) self-destruction or self-inflicted injury, while sane or insane; (c) war or an act of war, or service in any military, naval or air force of any country while such country is engaged in war, or performing police duty as a member of any military or naval organization; or (d) participation in or in consequence of having participated in the committing of a felony.

Termination of Coverage

Coverage terminates on the last day of the calendar month in which the individual (a) leaves the University's employ; (b) is no longer eligible; or (c) the group policy terminates, whichever comes first.

OPTIONAL LIFE INSURANCE PROGRAMS

Two plans are available at the option of the individual to all active, nonretired members of the Colorado Public Employees' Retirement Association (PERA). General faculty members may be insured under either plan without evidence of insurability provided enrollment is within 90 days of initial employment; evidence of insurability may be required if enrollment is after the 90-day period. Both plans provide for waiver of premium in the event of total and permanent disability prior to age 60, and conversion privilege to an individual policy within 31 days of employment termination. The employees may select either or both of these plans. Coverage may be terminated at any time by written notice to the Personnel Services Office to stop payroll deduction. A brief description of the two plans is given below. Detailed brochures and application forms are available at the Personnel Services Office.

New York Life Insurance Company Plan

This plan provides $25,000 of life insurance coverage until age 25 that decreases each fifth year to $1,000 at age 70. The plan also provides for accumulation of additional paid-up insurance. Upon completion of 60 months participation in this plan, $300 additional paid-up insurance is provided to age 70. For each month of participation thereafter, the additional paid-up insurance is increased $5. After retirement under PERA, the accumulated insurance is continued for life with no further premium payment.

As a part of this policy, the following dependent life insurance is included at no extra cost:

Covered Spouse		Covered Children	
Under age 55 at death	- $2,500	14 days to 6 months	- $ 100
55 but under age 60	- $1,500	6 months but under 21 years	- $1,000
60 but under age 70	- $1,000		

Eligible dependents include spouse of the insured member and unmarried children who are 14 days but less than 21 years of age. Application must be made during the first 90 days of employment.

Prudential Insurance Company of America Plan

This plan provides $20,000 of life insurance coverage and $50,000 additional accidental death and dismemberment coverage to age 30. Between ages 30 and 40 the life coverage remains at $20,000 but the additional accidental death and dismemberment coverage is reduced to $30,000. After age 40 the coverage decreases every fifth year to $1,000 life insurance and $1,000 accidental death and dismemberment at age 65.

An additional dependent life insurance benefit is included in this plan that provides $2,000 life insurance coverage on the spouse and $1,000 on each child age 6 months and over until age 21. Dependents coverage shall in no event exceed 50% of the member's group term life amount.

Application may be made at any time subject to approval by the carrier.

Travel Insurance

Each general faculty member is provided, at University expense, with $100,000 travel insurance (accidental death) when traveling on business of the University. Everyday travel to and from work and bona fide vacations and other leaves of absence are excluded. There is an aggregate indemnity limit of $1,000,000 for all losses resulting from any one accident.

Employees should notify the Personnel Services Office whenever their travel involves both University business and personal business; this notification should eliminate any question about insurance claims in the event of an accident.

It is recommended that individuals on leave from the University consider the possibility of enrolling via payroll deduction for the Personal Accident Insurance described below.

Personal Accident Insurance

An optional personal accident plan is available with payment by payroll deduction. A brief description of the benefits is given below. Detailed brochures and application forms are available at the Personnel Services Office.

Coverage on the employee's life is available in increments of $25,000, up to a maximum of $100,000. Family coverage is available and, if selected, provides coverage on the employee's spouse and dependent children. The spouse benefit, if there are no eligible children, is 50%. of the amount of the employee's coverage. If there are eligible children, the spouse's benefit is 40% and each child is covered for 5% of the employee's coverage. If there is no spouse, each eligible child is covered for 10% of the employee's coverage.

For example, if an employee has a spouse and three eligible children and selects $100,000 coverage, the spouse is covered for $40,000 and each eligible child for $5,000.

Liability Insurance

Liability insurance protects the University, the general faculty, and State classified employees from claims for personal injury and property damage that arise from the performance of assigned University duties. Employees of the University are protected to the extent of $300,000 at no cost to the employee.

Loss, fatal or nonfatal, resulting from certain causes is not covered. These conditions are listed in the master policy under "Exculsions." The current policy is available in the Office of the Treasurer of Colorado State University should an employee wish to inspect it. The provisions as stated in the current master policy supersede any statement made in this manual.

Unemployment Insurance

Effective January 1, 1972, most employees of the University are covered by the Colorado Employment Security Act of 1971. Employees who leave the service of the University may be entitled to unemployment benefits, and may file a claim on the basis of wages earned at the University, provided the terms and conditions of the Colorado Employment Security Act are met. All cases are handled separately, and rulings determining eligibility are made on an individual basis.

Automobile Insurance

An optional special plan for automobile insurance is available for employees. The cost of the plan is borne by the employee who makes payment directly to the insuring agency.

Workmen's Compensation

The University provides workmen's compensation insurance to assist employees with expenses resulting from any injuries or occupational diseases incurred in connection with job performance. Information concerning this insurance and required injury/disease reports is contained in the *Workmen's Compensation and Accident Reporting Guide* dated August 1974.

Tax Sheltered Annuities

Nontemporary employees of the University are authorized to participate in tax sheltered annuity programs available on an optional basis. These programs permit the employee to pay tax on the sheltered income at a time when his or her tax rate is lower, e.g., after retirement.

The tax sheltered annuity is established by deducting from the salary of an employee a stipulated amount not to exceed IRS maximum. The percentage of an individual's salary to be deferred for this purpose may vary within prescribed limitations from year to year but must remain constant within any one fiscal year. The Personnel Services Office reviews each application to assure compliance with IRS limitations.

Enrollment dates are determined by the IRS.

Distinguished Service Awards

In 1954 the Faculty Improvement Committee recommended to the administration that a program be established to recognize the achievements of general faculty members, and the program was approved by the Governing Board. Over the years, the program has expanded to twelve awards, including three for administrators.

The designation of awards beyond those presently granted is the prerogative of the Governing Board through recommendation of the President. Suggestions for new awards, from any source, should be forwarded directly to the President for consideration. The amount of awards is set annually based on availability of funds.

LEAVE POLICIES

Absences from Campus

A long-standing Governing Board regulation forbids unauthorized absence of employees from the campus. It is the responsibility of the department head to authorize absences of general faculty for legitimate purposes and to have available at their offices at all times information on the whereabouts of absent employees, that they may be reached in event of administrative necessity or family emergency. Each individual is responsible for notifying his or her administrative superior of any absence.

Application for leave, the granting of which will require the University to obtain a replacement, shall be submitted at least 90 days prior to the date on which leave is expected to begin. A general faculty member whose application for leave is approved to permit him or her to accept temporary employment outside the University shall be responsible for informing the temporary employer that such employment is on the basis of leave granted by the University.

Records

Department heads are responsible for maintaining records relating to all types of leaves of absence for personnel in their department. Reports of absences due to earned annual and sick leave must be submitted to the Director of Personnel Services for all employees involved.

Right to Appeal

If a supervisor and employee disagree regarding interpretation of annual and sick leave regulations, either or both may appeal *in writing* to the Director of Personnel Services for interpretation. Any question not covered by regulations may also be submitted in writing to the same official for decision.

Annual Leave

Scheduling annual leave is a responsibility of department heads. Annual leave should be so scheduled as to least interfere with effective operations of the offices concerned, but desires of employees should be considered.

Full-time general faculty with regular or special 12-month appointments earn annual leave at the rate of 2 working days each month. Leave may be accrued to a total of 48 days, at which time no further leave is earned until this number is reduced by actually taking leave. The 48 days of accrued leave may be carried over from year to year.

Employees are not eligible to take annual leave until they have completed 6 months of employment; however, computation of annual leave starts with the beginning date of employment.

Should an eligible employee leave the University after 6 months of employment, the employee's accrued annual leave is paid for up to a maximum of 24 working days. Computation of amount due is by the following formula:

$$\frac{\text{Monthly salary rate}}{\text{173 hours}} \times \text{8 hours} = \text{daily salary rate}$$

Daily salary rate x unused days of annual leave
= annual leave termination payment

No annual leave is earned by employees on temporary appointment or employed on an hourly basis. Fellows and graduate assistants are considered temporary employees.

Annual leave does not accrue during leave without pay or during sabbatical leave.

If an eligible employee is transferred from one department to another within the University, the employee's accrued annual leave shall follow the employee to the receiving department.

All unused annual leave is automatically cancelled when an employee is officially retired at age 65; however, the retiring employee is entitled to payment up to 24 working days at the time of termination.

General faculty on 9-month appointments do not accumulate annual leave. These employees may be granted time off between semesters except as they are needed in closing work of the completed semester and preparing for the next semester. Determination of these priviliges shall be made by department heads concerned.

If a 12-month faculty member has accrued annual leave at the time of conversion to a 9-month appointment, such leave shall be taken prior to assuming the 9-month appointment. In specific cases, accrued leave may be taken the academic year following conversion to a 9-month appointment with the approval of the responsible vice president. Cash payment for accrued leave at time of conversion is not authorized at that time or subsequently.

Sick Leave

Full-time general faculty with regular or special 12-month appointments earn 15 working days of sick leave each fiscal year, cumulative with no maximum.

Full-time general faculty with regular or special 9-month appointments earn 11¼ working days of sick leave each fiscal year, cumulative with no maximum. Full-time 9-month general faculty members who accept temporary appointments during the summer accumulate sick leave at the rate of 1¼ days per month while on such appointment.

Upon retirement after at least five years of service both 9-month and 12-month employees are paid for one-fourth of unused sick leave earned after July 1, 1971. Computation of amount due is by the following formula:

$$\frac{\text{Monthly salary rate}}{\text{173 hours}} \times \text{8 hours} = \text{daily salary rate}$$

Daily salary rate x the lesser of .25 x unused days of sick leave or 15 days = sick leave termination payment

No sick leave is earned by temporary employees nor by those employed on an hourly basis.

Sick leave may not be used as annual leave nor for any purpose other than treatment and convalescence necessitated by disability of the employee. Sick leave may not be taken because of the illness of another person. In case of extended sick-leave absence, the employee may be required to furnish a physician's statement of physical condition. Sick leave may be used for physical examinations.

If an eligible employee is transferred from one department to another within the University, the employee's accrued sick leave shall follow the employee to the receiving department.

Holidays

The State Controller has given academic institutions authority to substitute for the 11 legal State holidays (12 during elections years) with days that coincide with academic schedules. Accordingly, the University's holiday schedule is determined by the Director of Personnel Services on an annual basis. A revised holiday schedule for the University is published each spring.

Additional holidays may be authorized by the President of the University, who also may cancel holidays in event of conditions which, in his opinion, warrant such action. In determining annual leave absences, University holidays do not count as working days.

A holiday that falls after an individual's last day of work is not considered a paid holiday if the person is retiring, resigning or going on leave without pay, unless the holiday is the last working day in the month. In such a case, the holiday is considered a paid holiday if the person has worked the last working day before the holiday.

Leave Policy for Overseas Project Personnel

Annual, sick, and home leave will be granted in conformity with the usual practices of the University.

Annual leave is earned at the rate of two days for each month of service, or a total of 24 working days each full year. Annual leave is provided primarily to allow necessary rest and recreation to faculty members during their tours of duty overseas. The chief of party and faculty member will do their best to arrange for earned annual leave to be used for the above stated purpose during the tour of duty. In the event that the interests of the project dictate otherwise, and the chief of party certifies in writing that such is the case, lump-sum payments for annual leave earned but not taken may be made at the end of the faculty member's service, provided that such lump-sum payment shall be limited to leave earned during a 12-month period (not to exceed 24 working days). Country differential will not be paid on lump-sum payments in lieu of annual leave, nor on annual leave spent outside the country assignment. While the faculty member remains on the same overseas contract, annual leave may be carried forward to the contract year following the contract year in which the leave was earned, except that the maximum terminal leave shall be 24 working days unless all sick leave has been utilized and the annual leave is needed in lieu of sick leave.

Sick leave may be accumulated during the period the faculty member remains on the same contract at the rate of one and one-quarter days per month, in accordance with the policy of the University.

Home leave of up to 30 calendar days in the United States will be allowed after the faculty member has served two years, provided he or she agrees to return overseas for an additional two-year period. The period of service overseas required for home leave shall begin on the date of departure from the U.S. port of embarkation on international travel and shall continue, inclusive of authorized delays en route, to the date or arrival at the U.S. port of debarkation from international travel. Allowable annual and sick leave taken, but not leave without pay, shall be included in the required period for service overseas, provided that any such annual and sick leave was not taken within the boundaries of Canada or the United States and its territories. No country differential shall be payable for time spent in the United States for home leave or for travel time in connection therewith.

Appointments may be automatically extended to cover terminal leave or home leave but, if the faculty member elects in writing to receive a lump-sum payment in lieu of terminal leave, he or she shall cease to be an employee of the University at the close of his or her last working day, plus minimum travel time to return to his or her point of origin in the United States by the most expeditious mode of transportation. If the individual is to be employed by the University, he or she will not go back on the payroll until after the leave period for which he or she has been paid has elapsed.

Campus coordinators are requested to make such arrangements as may be necessary to ensure that field party chiefs report monthly regarding the leave status of each member of the party. In addition, procedures should be established so that upon the departure or termination of any faculty member he or she may carry with him or her a final leave status report as of the day of his or her departure. A copy of the final leave status report should be mailed promptly to the campus coordinator.

Final settlement of employment agreements may be concluded in the field by the chief of party with the concurrence of the campus coordinator, provided end-of-tour reports and other obligations are settled, thus enabling the faculty member to proceed to his or her point of origin if outside Colorado.

Absences Due to Death of Relatives

Absences occasioned by deaths of relatives of permanent employees may be allowed by department heads with approval by deans, without deduction from annual leave, to the extent deemed appropriate and advisable in view of circumstances, but not in excess of one calendar week. This does not automatically entitle an employee to a full week's absence; this maximum may be granted only if travel to and from distant points is necessary. (Relative is defined as immediate family).

Death

The salary for annual leave accumulated to the credit of an employee at time of death shall be allowed and payable to the widow or widower, as the case may be; and in case there be no widow or widower, then to the surviving child or children, in equal parts; in case there be widow or widower, or child or children, then to the parent or parents, if there be such; if none, then to the estate of the deceased.

Maternity Leave

Requests for maternity leave shall be granted to any pregnant member of the general faculty who is on a regular or special appointment. The beginning date of the maternity leave shall be determined by one of the following:

1. The date that under normal conditions would be mutually agreed upon by the faculty member and the department head. The academic calendar and the needs of the department should be taken into account in such a determination. In the event that a date agreeable to both parties cannot be determined, the department head shall establish the date and the faculty member shall have the right to appeal this decision with final determination within 30 days of the date appeal.
2. The date the attending physician certifies, in writing, that it is not medically advisable for the faculty member to continue employment.

Faculty members shall be entitled to use sick leave, to the extent accrued, for any period of time during the course of the maternity leave in which the pregnancy is considered to constitute a medical disability (disability shall include, but shall not be limited to, miscarriage, abortion, childbirth, and the recovery therefrom). The use of annual leave shall be authorized to the extent accrued, if so requested by the faculty member. Upon exhaustion of sick, and annual leave to the extent requested, authorized, and accrued, the faculty member shall be placed on leave without pay. In no event shall the total leave granted in connection with a pregnancy exceed six calendar months.

All earned rights and privileges, including but not limited to seniority, tenure, and salary level, shall remain in force during maternity leave and following resumption of duties.

Sabbatical Leave

The University offers academic faculty members and administrative-professional employees on State and County Extension Service staffs the possibility of sabbatical leaves every seventh year of employment upon the following conditions:

1. Administrative members of the academic faculty, including deans of colleges, are not eligible for sabbatical leaves except under unusual and extenuating circumstances. Department heads shall be eligible for sabbatical leaves.
2. Absence is to be for not more than two academic semesters in cases of faculty on 9-month appointments, and for not more than one calendar year in cases of faculty on 12-month appointments.
3. A faculty member may elect to take his or her sabbatical leave in two or more different time periods, instead of all at once, providing that he or she is able to show that this is a more beneficial arrangement for his or her professional development and for the needs of his or her department. The total of such time periods with full pay shall not exceed one-half of the term of his or her annual appointment, whether it be 9 or 12 months, and each grant of such total time for leave shall be made only after six years of previous full-time employment.
4. The salary of a faculty member while on sabbatical leave shall be either one-half his or her basic salary for one year (9 or 12-month appointments) or full salary for one semester for 9-month employees or full salary for six months for 12-month employees. The basic salary shall be the salary scheduled for the year of the semester in which the leave is taken.
5. Persons on sabbatical leave must devote themselves to one or more of the following: (a) advanced study toward a higher degree; (b) research in the professional field of the faculty member on leave; (c) travel to compare methods in other institutions; or (d) other direct benefit to the faculty member in his or her work for the University. In every case, a single comprehensive report shall be submitted to the Secretary of the Governing Board, with copies to the dean and department head concerned, by the employee upon his or her return from leave.
6. Choice of type of endeavor to be pursued during leave must be made in advance by agreement among the faculty member and his or her department head and dean, with approval by the President and the Governing Board. Any part-time employment of a faculty member on leave shall be in the professional field of work of the faculty member and shall be approved by the department head and dean prior to the leave.
7. As a prior condition to the granting of sabbatical leave, the faculty member must agree in writing that upon expiration of leave he or she will return to his or her employment with the University for at least one year (two semesters for 9-month employees), and, if the individual fails to conform to the requirement, he or she will refund to the Governing Board in full the salary and such other fringe benefits the University has paid in the individual's behalf during his or her leave as a prior condition of his or her release from the agreement.
8. Absence must be planned to permit conduct of work of the department or section with least inconvenience and least additional expense during the faculty member's absence. If more than one member from the same department or section desires leave at the same time and absence of two members would constitute a hardship to the department or section, either

by handicapping the work or by causing too great additional expense, priority for leave shall be given to the faculty member longest employed by the Universtiy on a continuous regular appointment since any such type of leave.

9. Sabbatical leaves are not cumulative. Periods of temporary or part-time employment may not be counted in determining eligibility for the sabbatic privilege.
10. During sabbatical leave, faculty members are permitted to accept part-time employment directly related to objectives of their leave such as working as assistants in teaching or in research; but total remuneration (pay for part-time work plus sabbatical salary) may not exceed by more than ten percent their regular University salary scheduled for the period of the leave.
11. Sabbatical leave is not granted for the purpose of taking substantially full-time employment in another assignment regardless of how closely related such employment may be to the technical field of the faculty member. Special leave without pay is intended to be used in such cases. This limitation does not extend to employment as faculty assistants or fellows or the equivalent by faculty members whose sabbatical leave is authorized for the purpose of study toward a higher degree.
12. Requests for sabbatical leaves to be taken within any fiscal year shall be submitted not later than February 1 of the preceding fiscal year. Under extenuating circumstances exceptions to this ruling may be granted but not if the granting of such exceptional request would significantly increase a departmental budget.
13. Time spent on special leaves, to a maximum of 2 years, may be applied to total time cumulative for sabbatical leave providing the faculty member (a) has been employed for a minimum of one year prior to beginning of special leave and (b) has returned to his employment for not less than one year prior to beginning of sabbatical leave. The fact that special leaves have been previously granted to a faculty member shall not infringe in any way on his or her normal eligibility for sabbatical leave.
14. The faculty member on sabbatical leave is on University business, and shall be eligible for tenure, promotion, and salary raises while on leave. Faculty members on leave without pay shall not be eligible for advancement in rank during the period of the leave.

College criteria for the granting of sabbatical leaves shall be stated in writing, be made readily available to all faculty members in the College, be consistent with policies respecting sabbatical leaves in the Manual, and be complete (i.e., no criteria shall be utilized on regular basis which are not stated in writing and communicated to the faculty of the College). Faculty members whose sabbatical requests are denied shall receive a personal written statement of reasons for the denial and shall have the right of appeal through the standard grievance procedures of their Colleges and the University.

Deans of colleges shall act as coordinators for administration of this policy in order to prevent any situation which might impair efficiency of a department. The maximum number of faculty members to be awarded sabbatical leaves each year shall be determined by the fiscal resources of the University for the year in question.

While sabbatical leaves shall not be construed as a mandatory right of any faculty member, they can be considered as a legitimate expectation, providing that the faculty member satisfies the criteria of his or her college and of the University for the granting of such leaves. Such leaves are intended to benefit the University by increasing the experience level or academic achievement of the faculty member participating.

Graduate Study Leave

Graduate study leave is available to members of the Extension Service, Colorado State Forest Service, and personnel holding dual appointment in the Extension Service and Experiment Station who are based off campus. Graduate study leave may be granted upon completion of three or more years of full-time service to pursue an approved graduate study program. No more than one quarter or one semester of leave will be granted during any fiscal year. A maximum of four quarters or two semesters plus a summer session will be granted in any seven-year period beginning with the date of first employment. Personnel granted graduate study leave will be paid half salary during the period on leave. This program is intended to compensate for the fact that off-campus faculty cannot participate in the on-campus study privileges.

Military Leave

ANNUAL MILITARY LEAVE — Colorado statutes provide for attendance of state employees at annual military encampments as follows:

> ". . . any officer or employee of the State of Colorado, or any of its . . . institutions . . . who is a member of the National Guard, either as an officer or an enlisted man, or who is an officer in the Officers' Reserve Corps, and who desires to attend the annual fifteen day encampment either of the National Guard or the Officers' Reserve Corps, may . . . attend such encampment. Such attendance at either encampment is hereby considered and made a part of the regular duties of such officer or employee and such attendance shall not be counted as any part of the vacation time for such officer or employee."

This policy is interpreted as including required annual individual tours of active duty by reservists, not performed with a reserve unit.

Individuals requesting annual military leaves are expected to schedule leaves at times most convenient for their respective departments if military considerations allow.

EXTENDED ACTIVE DUTY — Regularly employed (not temporary) full-time employees of all branches of the University entering the armed services will be granted leave for emergency wartime service or for other periods of extended active duty required of reserve personnel recalled involuntarily by the armed services with the understanding that absence will not be voluntarily prolonged beyond the period required by the particular branch of the armed service in which service is performed. Extended military leave will be without pay from the University. The formality of granting such leave is designed to protect the employee upon his or her return in his or her position with the University.

APPLICATION FOR MILITARY LEAVE — Requests for military leave shall follow the procedure required for all other types of leave. The request must state name of applicant, position he or she holds, military status, and beginning date of proposed absence. Requests shall be submitted through administrative officers concerned to the Personnel Services Office, accompanied by a copy of order to active duty. Requests must be made in advance of such leave.

RETIREMENT RIGHTS — State statutes and regulations of the Public Employees Retirement Board of Colorado govern retirement fund questions raised as a result of military service performed by a member of the Public Employees' Retirement Association. An extract of pertinent provisions of the State Employees Retirement Act follows:

> Credit for retirement purposes shall be allowed for time spent in military service with official branches of the military service engaged in national defense in which the member has been inducted and lawfully discharged therefrom or holds a reserve status therein. Any member of the public employees retirement system who shall be inducted into active military service while on leave of absence from the public service shall receive credit for retirement purposes. Such credit will not be allowed, however, unless such a member shall return to the public service from which inducted as a regular employee prior to retirement.
>
> (Detailed requirements may be found in Chapter III, Article 1, paragraph 24 and Article 2, paragraph 16 Colorado Revised Statutes, and Article IX, rule 23 of the Public Employees Retirement regulations.)
>
> Any member of the Public Employees' Retirement Association inducted into the military service, whose military pay shall be less than his or her compensation while in the public service, is entitled to waiver of payments into the retirement association for such period of military service. This does not provide for responsibility by the association to cover any disability incurred while in the military service.

SALARY RIGHTS — If general salary increases are made during an employee's military leave, whether by "lump-sum" increase, percentage increase or otherwise, his or her salary upon his or her return to employment shall be adjusted to equal the salaries of other employees of comparable rank, qualifications and abilities as determined by the proper officials. Furthermore, upon return the employee shall not be precluded from such other individual salary adjustment or promotion in rank as may be deemed justifiable.

Administrative Leave

Ordinarily leaves of absence are not granted to administrative officers listed under the heading "Administrative Officers and Assistants" in the general catalog, unless the granting of such leave is considered to be in the best interests of the University.

Requests for leave for administrative officers, with or without salary, are considered on their individual merits by the office of the President of the University and by the Governing Board. When granted, they are known as "administrative leaves."

Administrative officials and assistants on leave must agree in writing that upon expiration of leave, they will return to employment with the University for at least one year, and if not they will refund to the Governing Board in full the salary, if any, paid them during such leave plus such other fringe benefits as may have been paid in their behalf.

Leave Without Pay

Faculty members with regular or special appointments may be granted leave without pay with prior approval by the Governing Board. Requests for such leave are to be sent through channels to the President.

Leave for Civilian Employment

Wartime leaves to permit employees to engage in civilian employment are not granted except in unusual cases such as those in which services of an employee are specifically requested by a government agency or other public agency engaged in a bona fine activity which is definitely a part of the nation's war effort. The burden of establishing such qualification is entirely upon the employee. Proof is required that his services are needed because of a particular technical knowledge or skill which cannot easily be obtained otherwise.

Leave for Government Assignment

The demand from the Federal government for technically qualified personnel to staff government-sponsored programs, particularly in the field of assistance to foreign countries, makes it advisable for the Governing Board to set forth explicitly its policy on granting leave to University staff members.

The Board recognizes the University's obligation to contribute its share of help on all programs designed to strengthen the United States in administration of the nation's foreign policy. In recognition of this institutional obligation, the Board looks with favor on participation by a University employee in such programs if it is apparent that the nation's best interests, rather than the individual's are being fostered thereby.

The primary obligation of the Governing Board is, however, to promote the welfare of the University and of individuals on its staff. Proposals for foreign assignments invariably bring into sharp focus conflict between the welfare and best interests of the Federal government, the University, and the individual staff member. The Board's policy on this matter is stated in these terms:

1. Each case is to be considered on its merits.
2. Upon recommendation through administrative channels, favorable consideration may be given to requests for leave not exceeding a 2-year duration.
3. No extension of leave beyond two years will be granted, although a faculty member's resignation at the time he or she may elect to extend his or her absence beyond two years will not prejudice the faculty member's opportunity for subsequent employment at the University.
4. Faculty members granted leaves of absence for two years, or for the major part of one year or more, must notify the Board not less than three months prior to termination date of their leave of their intentions with respect to returning as an active member of the University.

Leave for Jury Duty

General faculty shall be granted jury leave with pay for the period they are required to serve. Such leave shall be coordinated with the department head concerned. Compensation received by the individual for time spent performing jury duty on working days shall be turned over to the University.

Checks for jury duty should be endorsed to Colorado State University and forwarded to the Personnel Services Office with a brief memorandum that includes the dates of the jury duty.

If jury duty is performed outside the county in which the employee resides, the individual may be entitled to reimbursement for incurred expenses. If the compensation received by the individual includes such expenses, the individual should document this to the Personnel Services Office. In such a case, the individual should cash the check covering the total compensation and pay the University the remainder after the expenses have been deducted.

Leave as Expert Witness

On occasions, individual employees are obligated to testify as court witnesses on subjects upon which they qualify as experts. However, employees should not seek such obligations, and are permitted leave to so serve only when subpoenaed to appear.

In testifying as an expert witness, the employee necessarily must make preparation for the case — presumably upon his or her own time — and therefore is permitted to retain personally all fees received, whether paid him or her by the court or by the person, firm, or organization as whose witness he or she is subpoenaed. An exception, obviously, is the case of prolonged absence from duty which, as in the case of one rendering consultant services, would call for placing the employee on leave of absence without salary for the duration of his or her absence.

The technical knowledge of any employee who may testify as an expert witness should be made available equally to both sides of any court case.

Special Leave

Any request for leave not covered by this faculty-staff manual, with or without salary or expenses, shall be designated as a special leave. Each case shall be considered on its merits upon recommendation through administrative channels to the President.

Injury Leave

Full-time general faculty on a regular or special 9-month or 12-month appointment are entitled to a maximum of 90 working days of injury leave with full pay when required for recuperation from an on-the-job accident or an occupational disease providing the accident or disease is determined to be compensable under Workmen's Compensation. Since the individual is receiving full salary, the weekly benefits paid by Workmen's Compensation are deposited directly to the University. The 90 working day limit is the maximum that can be allowed for any absence or series of absences resulting from any single incident.

FACULTY PRIVILEGES

The Colorado Tuition Classification Law requires a newly appointed faculty member moving to Colorado from another state to be domiciled in Colorado for 12 months before he/she or his/her spouse or minor child is eligible for Colorado resident status for tuition purposes.

Faculty Study Privileges — A full-time member of the general faculty who obtains the consent of the head of his or her department, the dean of his or her college, and the Academic Vice President may register for courses normally not exceeding five credits per semester, with a maximum of ten credits for the academic year and three credits for the entire summer session. Courses audited are included in these maxima. No tuition or general fee will be charged, but special course fees will be assessed if applicable, and full tuition will be assessed for credits taken in excess of these maxima. Part-time faculty members are not eligible for faculty study privileges. Courses identified as Continuing Education offerings are not included under this privilege.

Spouse Study Privileges — Spouses of living and deceased general faculty members have the privilege of auditing a maximum of five credits per semester (three credits for summer) without the assessment of tuition or general fees in connection with the particular course involved, however, special course fees will be assessed if applicable. Approval of the head of the department or departments in which registration is requested and the Academic Vice President is required. Approval is not given if it will prevent a regular student from enrolling in the class. This privilege is cancelled when any registration other than audit is included or if the five (or three) credit maximum for audit is exceeded. Courses identified as Continuing Education offerings are not included under this privilege.

Study For An Advanced Degree — No academic faculty member with the rank of assistant professor or higher may receive a master's or doctor's degree from the department of this institution in which he or she holds academic appointment. Under special or exceptional circumstances, a faculty member (assistant professor or higher) may be allowed to pursue and receive an advanced degree from this institution, but only if that degree is granted from another department, and only if written permission is granted by the head of the department in which the faculty member holds rank, the head of the department granting the degree, that dean(s) of the college(s) involved, and the Academic Vice President.

Recognition of Faculty Organizations

A recognized faculty and professional staff organization is defined as any group made up of University faculty and professional staff members which files a statement of its objectives, or constitution , and a list of officers with the Personnel Services Office. Such organizations, to become recognized, shall be reasonably related to the normal personnel, academic, research or other activities of the University.

Recognized faculty and professional staff organizations shall have the right to:

1. Use University facilities and equipment when such equipment is not otherwise in use for teaching or research purposes, except that the organization shall provide its own materials and expendable supplies.
2. Post notices on established bulletin boards.
3. Use the campus mail service.

4. Use University facilities for meetings without charge, or at such nominal charge as student or other campus organizations are charged. Such use shall be limited to availability in accordance with the University's regular schedule and in a manner which will not interfere with University operations.

Women's Association of Colorado State Universtiy

The Women's Association of Colorado State University ordinarily meets on the third Friday of each month of the academic year. The program opens with a luncheon meeting in the fall. All women of the faculty, wives of faculty members, women relatives who make a home for a faculty member, and wives of men of faculty rank in government agencies associated with the University are invited to become members of the association. Activities are planned to help newcomers to the association become acquainted.

Membership in Professional Societies

The use of University funds to pay for the personal membership of a staff member in a professional society or allied organization is not permitted.

Many professional societies solicit institutional as well as personal membership. The use of institutional membership as a means to circumvent the clear intention of this policy likewise is not permitted.

Responsibility for compliance with this policy is placed on deans, directors, and department heads. Deans and directors are responsible for careful screening of institutional membership in professional societies. Doubtful cases may be referred to the Academic Vice President for interpretation.

Athletic Tickets

Each spring the Department of Athletics informs the general faculty by letter and brochure of the availability, at a cost saving, of a season admission package for all University intercollegiate events. This cost saving also is available for each member of the faculty member's immediate family. Information may be obtained by contacting the Athletic Ticket Office.

Bookstore

Members of the general faculty are normally allowed a discount on books purchased through the University Bookstore.

Recreational Facilities

Recreational facilities are available to the general faculty. Male members may use the physical education, recreational, and dressing room facilities located in the Auditorium-Gymnasium, if the use does not conflict with regularly scheduled classes or events. Female general faculty members may use the recreational facilities available in Ammons Hall.

General faculty members may use these facilities for a fee which may be paid on an annual or semester basis. The fee entitles the individual to the use of gym clothing and towel service; a storage locker is provided on an availability basis.

PUBLICATION POLICIES

University personnel have a responsibility and an obligation to make known results of research, whether conducted with public or private funds, or both. The obligation exists not only to fellow scientists, but also to those laymen who may be able to utilize research results.

Publications Other than Textbooks

The obligation to laymen is met through preparation of popular bulletins, circulars, pamphlets, progress reports, and information releases to mass media. The obligation to fellow scientists is met through preparation of technical articles for publication in scientific journals and through technical bulletins published by the University.

Public support of research depends in large measure on an adequate public understanding of immediate or potential benefits to be derived from research. Thus, every reasonable effort should be made to disseminate through the Office of University Communications usable information to such media as newspapers, magazines, radio, and television. All University personnel are encouraged to utilize these media to report progress both before and after appearance of the complete technical report in a scientific journal or technical bulletin.

The University is responsible for publication, through the Office of University Communications, of bulletins, circulars, pamphlets, and similar reports on research conducted by University employees. When published, these are public documents and are distributed to Colorado residents, libraries, and Federal agencies cooperating with Colorado State University.

Detailed information on publication procedures is available from the Office of University Communications. Procedures covering these requirements are filed with each department head. In general, however, manuscripts intended for publication in scientific journals or as bulletins, circulars, and pamphlets published by the University must be approved by the author's department head, dean, and director. In addition, publications involving cooperative research with federal agencies must carry the approval of both the federal agency and the University. Progress reports need only department head approval or such other review as he or she might require.

University personnel may serve as editors of or contributors to quasi-university publications such as newsletters, co-sponsored by the University and an association, group, or other organization and distributed by a department or branch of the University. However, material prepared and published should meet the same professional standards required in formal publications. Personnel responsible for such published material are required to clear the material to be published through their respective department head before publication. Should differences of opinion arise as to suitability of material for publication, the decision of the department head may be subject to review by the appropriate director, whose decision will be final.

The popular bulletins, circulars, fact sheets, and newsletters developed by the Extension Service to satisfy public needs for information should utilize language and format suited to the intended audiences, but must observe full accountability to the appropriate academic department for subject matter validity. The author's department head, in consultation with the appropriate

Extension Service program director, will designate such review of technical content as may be required for Extension Service publications.

Personnel may be asked to author an article for publication in a popular magazine or similar publication. Such requests present an excellent opportunity for the faculty member to help discharge the institution's responsibility to the public and to thus gain public support for research and education in general and for the faculty member's field in particular.

Carbon copies of such articles, with information as to the publication for which they were prepared and approximate publication date, are to be directed to the appropriate editor in the Office of University Communications at the time the original is submitted for publication. In any case where doubt exists as to procedures required, contact should be made with the Office of University Communications.

Textbook Writing

The Colorado State University policy is to offer every possible encouragement to staff members to write and publish textbooks.

The University does not have resources which may be used exclusively to assist in textbook production, but time and facilities may be made available by department heads for this purpose when such activities do not interfere with primary responsibilities of the department. In such cases, arrangements shall be made with and the approval of the individual's immediate administrative superior secured prior to use of University time or facilities.

Since the institution does not operate a university press, it assumes no responsibility for preparation of textbooks for publication.

A faculty member is expected to indicate his professional connection with the University in all textbooks written or published while he continues to be a faculty member. Royalties paid to an employee by a recognized publishing house for a book or books shall be the sole property of the employee.

PATENT POLICIES

Objectives

As a state-supported public institution, Colorado State University's primary mission, whether domestic of overseas, is teaching and research. The University dedicates these efforts to the public welfare and promotes the academic freedom of its staff by encouraging publication and dissemination of research results and scholarly works. It does not pursue, nor does it encourage pursuit of, studies or investigations for purely commercial purposes.

The University recognizes, however, that inventions and discoveries of commercial importance may be the natural outgrowth of research conducted by University staff members, employees, and students. Since it is desirable to insure for public benefit control of inventions that grow out of scheduled work of University staff members, employees, and students, a patent policy has been established by the Governing Board.

Acceptance of the terms of this patent policy is a condition of employment for all University staff members, employees, and students.

Statement of Ownership Principle

Technical discoveries, inventions, and items of commercial importance resulting from the research or investigation conducted by University staff members, employees, or students on University time or by anyone utilizing University facilities shall become the property of the University or its designee. In the event that an investigation results in a discovery or invention which, according to common usage, may be patented, the University reserves the right to protect such discoveries or inventions by patent application with due regard to protection of the rights of the University and the interests of the inventor. The University shall own all the rights, titles, and interest in such patents and reserves the right to direct the assignment thereof to others, except in those cases of sponsored research projects where the terms of the research contract specifically require the assignment of patent rights to the sponsor.

Teaching aids may be owned by the University or individuals who develop them. Technical materials developed under the jurisdiction of the University (photographs, motion picture films, audiotapes, videotapes, television supplementary handbooks, broadcasting scripts, structural models, etc.) shall be owned by the University. Materials produced by individuals for personal use (book manuscripts, class lecture notes, laboratory outlines, extramural photographs, etc.) shall be owned by the individuals, but duplicate copies of photographs having significant University investment shall be owned by the University. Some materials, such as programmed learning aids, containing considerable investments by the University and the individuals, shall be jointly owned; through this ownership the University will have free use of the materials, but the individuals will receive all net proceeds from their commercial uses.

The custody of such materials varies according to ownership. Materials owned by the University and produced specifically for broadcasting, including closed circuit, shall reside with the Audio-Visual Service, while materials owned by the University and produced for other purposes shall reside with the appropriate departments. A copy of any materials used in University telecasting, either department or private, shall be deposited with the Audio-Visual Service.

The equities of participating parties in net proceeds from the commercial use of the foregoing materials shall be subject to the principles set forth in a subsequent paragraph.

University Organization Relating to Patents

The President of the University shall establish a standing committee on Patent Policy and Procedures consisting of five members selected from the general faculty of the University. Appointment to this committee shall be for a term of 5 years, and appointments shall be so arranged that one committee member is retired each year. This committee shall be the official representative of the University for all matters pertaining to any invention or development of commercial value by the staff, employees, or students of the University or anyone utilizing University facilities. The function of this committee is one of review and subsequent recommendation to the President of action to be taken for the best interests of the University. It shall not be responsible for procurement or administration of patents or exploitation of commercial items.

Any individual with emeritus standing is subject to conditions of this patent policy as long as that individual is actively associated with the University or is utilizing University facilities. Any staff member, employee, or student of the University shall have the right to present before this committee any unusual or extenuating circumstances involving any individual rights to a particular invention.

It shall be the assigned responsibility of the Colorado State University Research Foundation (hereinafter called the Foundation) to administer any patent rights accruing to the University. It shall also be the responsibility of the Foundation to receive, account for, and properly distribute all monies received from any patent or from the sale of any commercial item.

Procedure

NOTIFICATION OF POSSIBLE PATENT — It shall be the responsibility of the principal investigator of any study to notify the Committee on Patent Policy and Procedures in writing of any discovery or invention involving possible patentable values resulting from research or investigation under his or her direction. Such notification shall be transmitted through the department head and the respective dean or director, and the committee in turn shall notify the President. Failure to report a discovery or invention involving possible patentable values to the committee on Patent Policy and Procedures may result in forfeiture of all or part of equities payable to the inventor.

COMMITTEE ACTION — After consideration and on the advice of counsel, if desired, the Committee on Patent Policy and Procedures may recommend any one of the following:

1. If patent rights of the invention are subject to terms of a sponsor's contract or grant, the committee shall recommend to the President of the University that the inventor be directed to comply with the contract terms.
2. If it should appear that the invention or discovery is in the public interest, the committee shall recommend that the invention or discovery be released to the general public and the committee shall recommend to the President that the inventor be directed to publish his findings in a professional journal or a special University publication.
3. The committee may decide in cooperation with the inventor, to protect the invention through a patent. The committee will then recommend to the President that the Foundation obtain a patent on the invention or that the invention be turned over to the Research Corporation of New York or other nonprofit patent administration corporation for patenting in accordance with terms of the contract with the Foundation then in effect.
4. The committee may decide to exploit the invention as a commercial item but not to obtain a patent on it. The committee will then recommend to the President that the Foundation properly administer commercial exploitation of this invention. Any invention placed in commercial use but not patented by the University shall be subject to the same terms, conditions, and restrictions as any invention for which a patent has been obtained.
5. The committee may, after careful review, find the University has no further interest in the invention and may recommend to the President that its disposition be referred to the inventor.

The inventor, at his or her option, may (a) release the discovery or invention through publication, or (b) proceed individually at his or her own expense or with a sponsor to protect the invention through a patent, or (c) make, use, or sell the device to the public without patent. However, this patent policy does not in any way alter, change, or otherwise modify any existing University policy governing outside activities of its staff.

Equities of Participating Parties

INVESTIGATIONS FINANCED WHOLLY BY THE UNIVERSITY — (That is, sponsored by the University and carried out by public funds and by persons paid by the University.) In accordance with principle of ownership, as stated previously, the inventor, or inventors, shall assign all rights, title, or interest in any patent or discovery to the University. The payment of just compensation to the inventor or inventors shall be made from net proceeds of any monies accruing to the University from commercial utilization of such patents. Cost of obtaining the patent shall first be returned to the University prior to any distribution of proceeds from the patent. Any unusual or excessive expenses incurred by the University in supporting research resulting in the invention shall also be returned to the University prior to distribution of proceeds from the patent.

Just compensation for the inventor or inventors shall be considered to be 25 percent of such net proceeds. The remaining 75 percent of net proceeds shall accrue to the benefit of the University and shall be administered by the Foundation in concurrence with the President of the University in such a manner as to promote research, development, and growth of the University as a whole.

INVESTIGATIONS FINANCED WHOLLY OR PARTIALLY BY GOVERNMENTAL, INDUSTRIAL, PHILANTHROPIC, OR OTHER ORGANIZATIONS, OR BY AN INDIVIDUAL NOT EMPLOYED BY THE UNIVERSITY — In this case results of the research shall be prosecuted under a contract or written agreement stating rights and ownership of patents which may result from the research. Such a statement of rights is to be an integral part of the contract of agreement signed and properly executed prior to initiation of any sponsored research project. Before work is started on a project covered by such an agreement or contract, the principal investigator shall be advised of his or her specific rights thereunder, and the principal investigator shall be responsible to advise his or her co-workers of their rights. The Foundation is directed to exercise its best efforts in negotiating contracts to secure an apportionment of patent rights as favorable as possible to the interests of the University.

INVESTIGATIONS PERFORMED BY AN EMPLOYEE OF THE UNIVERSITY WHOLLY OR PARTLY ON THE INDIVIDUAL'S OWN TIME AND AT THE INDIVIDUAL'S OWN EXPENSE — The Committee on Patent Policy and Procedures, with the aid of such advice as it may seek, shall determine whether the invention falls into one of the following classifications and shall recommend to the President that distribution of equities be as follows:

1. When the discovery is made wholly at the expense of the individual without use of University facilities and outside the field of the individual's normal employment, results of such research are the private property of the investigator, and the University shall receive none of the proceeds.
2. When a discovery is made partly at the expense of the individual but with use of University facilities or in the normal field of the individual's employment,

the procedure shall be the same as stated under "Investigations Financed Wholly by the University," and just compensation shall be considered to be 25 percent of the net proceeds.

3. When a discovery is made by an individual acting as a consultant, its ownership shall first be subject to terms of the consulting agreement under which the individual was acting. If the agreement does not require assignment of patent rights to the sponsor, ownership and distribution of equities are to be recommended by the Committee on Patent Policy and Procedures.

SEVERAL INVENTORS OR DEVELOPERS — If an invention is deemed to be the result of the joint efforts of two or more inventors, whether they be staff members, employees, or students, an agreement is to be reached between the inventors which will specify distribution of royalties which would normally be paid to a single inventor. This agreement is to have approval of section chiefs or department heads and is to be submitted in writing to the Committee on Patent Policy and Procedures at the time an invention is being considered for action. In event an agreement cannot be reached between the inventors, an arbitration board shall be established by the President. This arbitration board shall decide on an equitable distribution of royalties, and its decision shall be binding on the inventors.

COMMERCIAL ITEMS NOT PATENTED — In the event that inventions or developments of commercial value occur in the course of University activities which are not patentable in themselves, or which the Committee on Patent Policy and Procedures shall deem not advisable to patent, but are nevertheless of commercial value, they shall be subject to the same University policy as would any patentable invention. The Committee on Patent Policy and Procedures is to direct administration of these inventions, and distribution of any equities involved, according to provisions applying to any patented invention or discovery.

DOCUMENTATION — The Foundation is responsible for obtaining from an inventor a properly executed assignment of all right, title, and interest to any patent properly belonging to the University. The Foundation will encourage and direct the inventor to cooperate with any sponsoring agency in accordance with terms of the contract under which a sponsored research project was conducted. In cases where items of commercial importance are not patented but subsequently exploited, a properly executed contract is to be secured from the inventor protecting the University's right in such inventions. The Foundation shall be responsible for execution of a contract with the inventor setting forth the rights of the inventor, his or her heirs, successors, and assigns, to that share of the equities in a patent or invention which has been determined by the Committee on Patent Policy and Procedures.

COPYRIGHT POLICY

In general, the University copyright policy follows the intent and guidelines of the patent policy, with regard to rights, equity, and ownership.

Copyright goes to the form of expression rather than to the subject matter. A wide variety of materials may be protected by copyright. These may include:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals.
2. Lectures, musical or dramatic compositions, and unpublished scripts.
3. Films, film strips, charts, transparencies, and other visual aids.
4. Video and audio tapes and cassettes.
5. Live video or audio broadcasts.
6. Programmed instruction materials.
7. Computer programs.
8. Other copyrightable material.

Although copyright law does not specifically mention computer programs, the U.S. Copyright Office since 1964 has recognized that computer programs are copyrightable, and numerous programs have been copyrighted. Certain computer programs meeting the criteria for an invention may be patentable.

A work must be original to be copyrightable. It is not necessary that it be novel, as is the case with an invention.

A statutory copyright protects authors of various kinds of work defined in the law and listed in the bulletins of the U.S. Copyright Office by granting them exclusive publication rights to reproduce, publish, distribute, or sell their works for a specified period of time. Copyright protection can be claimed only by the author or those authorized by him or her to assert this right. Works produced by an individual employed for their production are normally copyrightable by the employer and not by the author-employee.

The author, University, and sponsor normally relinquish rights to copyright articles submitted to scholarly and professional journals and general circulations publications, many of which are copyrighted. Advance arrangements should be made with the publisher if the author, University, or sponsor is to retain title or other rights to the copyright.

Assistance and information relative to copyrighting University material should be obtained from the Office of the Resident Legal Counsel.

TELEVISED INSTRUCTION POLICY

The University has established a policy governing the rights and responsibilities in televised instruction. The policy is administered by the University Educational Media Council established for this purpose. Copies of the policy, along with current interpretations of the policy, are available at the Office of the Academic Vice President.

FINANCIAL POLICIES

Guidelines Covering Business Transactions

Various manuals covering financial policies and procedures are issued by the Financial Systems Department under the authority of the Vice President for Finance. The manuals are distributed to general faculty who have responsibility for the functions covered by the manuals.

Before entering into any business transaction, whether for acquiring materials or hiring personnel, a general faculty member is responsible for familiarizing himself or herself with and complying with the method established for handling the transaction and the pertinent restraints which exist in the University as a public institution. Assistance in this connection is available from administrative assistants and secretaries of colleges and departments as well as from the appropriate administrative office — Accounting, Purchasing, Personnel Services, etc.

Cash Receipts

It is University policy that all collections of cash (including checks) by the University should be made only at the University Cashier's Office (with certain established exceptions for the Bookstore, Athletic Ticket Office, etc.) All employees should encourage payors to send payments directly to the Cashier's Office.

If payment is received elsewhere it should be sent without delay to the Cashier's Office, even if the account to be credited is not immediately known. Financial Procedure Instructions TR-1 provide guidance on receipt and deposit of cash or checks.

Purchasing

The University is required to adhere to regulations of the State of Colorado in its purchasing practices. Employees are cautioned not to place orders or make commitments other than through established channels as set forth in the Purchasing Manual.

The University is prohibited by State law from making purchases for resale to employees or permitting personal purchases using University facilities, property, or funds, except for transactions through established outlets providing materials or services to the public as at the Bookstore, Cafeteria, etc.

Signature Authorizations

Authority to sign documents committing University funds is restricted to those individuals formally assigned such authority.

Changes and Accountability of Property

Furniture and equipment assigned to a facility or room utilized by more than one department should not be moved to another facility or room without full coordination with all users and the Office of Facilities Utilization and Construction.

Receipt of University equipment or other property by donation should be reported to the Development Fund Office which will notify Property Accounting. Any other receipt of property other than through established purchasing procedures should be reported to Property Accounting.

Likewise, Property Accounting should be notified when property is transferred between buildings or between departments, when property is transferred to the Purchasing Department for disposition or reassignment as obsolete, damaged, or surplus, when property is released for trade-in, or when property is lost or stolen.

Personal Property

Personal property owned by University faculty or staff is not insured against loss or destruction by University insurance coverage. Personally owned items brought on campus, including but not limited to, clothing, personal papers, money, cameras, books, radios, or any moveable objects of value are the sole responsibility of the owner.

Payroll Changes

Appropriate notice reporting the appointment, change of salary level or source of funds, termination, or absence without pay of any University employee should be completed by the head of the department, approved by the appropriate dean or director and/or vice president, and delivered to the Personnel Services Office as soon as the necessary information is available. The Personnel Services Office supplies all necessary payroll forms.

Methods of Salary Payment

Employees on a 12-month appointment receive 1/12 of their annual salary on the last working day of each month.

Employees on a 9-month appointment are employed for the period August 20 to May 20 of each fiscal year. Nine-month employees receive 1/9 or their salary on the last working day of each month with the exception of the months of August and May. In August employees receive 1/3 of 1/9 of their salary and in May 2/3 of 1/9 of their salary.

Full-time employees on a 9-month appointment may receive their salary in 12 equal payments provided they execute a request form in the Personnel Services Office prior to August 1. Employees on sabbatical leave are not eligible for this method of salary payment.

Employees, usually academic faculty members, employed for one semester of the academic year receive 1/2 of the annual 9-month rate regardless of the exact dates of the semester involved. Also, individuals who hold appointments for the academic year, but resign after one semester receive 1/2 the annual 9-month rate regardless of the exact dates of the semester.

Withholding Tax

Each new employee should report to the Personnel Services Office immediately upon assuming his or her duties and fill out a withholding tax Form W-4. Employees should submit a revised Form W-4 whenever the number of dependents changes. Federal law makes such notification mandatory within 10 days of the time the number of dependents decreases and permissible at any time when the number increases.

Bonding

Each person in the employ of the State of Colorado is bonded for $100,000.

Termination Pay Procedures

Determination of the final work day and payment for accrued annual and sick leave for employees resigning from the University shall be as follows:

1. The last official work day reported on the Personnel Action Sheet is the termination date.
2. Payment for accrued annual leave is included in the employee's final paycheck if all required documents have been processed.
3. Payment for part of accrued sick leave is made only upon retirement.
4. No deductions will be made from the final paycheck for insurance or other items that are paid for in advance by the employee.

TRAVEL POLICIES

Participation in professional meetings is recognized as increasing staff competence and adding to the University's stature. Travel for such purposes is authorized to the limit of funds available, insofar as these authorizations are consistent with State regulations.

University policy provides that State travel regulations shall apply for all travel whether performed with State, Federal, or other funds. An up-to-date copy of the travel rules, regulations, and procedures may be secured from the Financial Systems Department.

FACILITY USE POLICIES

Use of University Buildings by Organizations

STUDENT, FACULTY, AND PROFESSIONAL GROUPS — Student and faculty functions, including professional, social, and recreational activities, shall have first priority. Second priority shall be given to meetings of a professional and semiprofessional nature that are related to the work of the University and that will involve academic resources of the University.

NONCAMPUS GROUPS — Use of University buildings and facilities ordinarily will not be authorized for (a) activities charging admissions or otherwise raising money, including theatrical and other type of entertainment, except in cases where other facilities of the community are inadequate, and (b) local service clubs, churches, lodges, and other groups, except for purposes of temporary emergency assistance.

OTHER CASES — Cases which do not appear to be covered by the above policy will be considered upon their merits by the Director of Facilities Construction and Utilization.

RENTAL CHARGES — Rental charges adequate to pay for heat, electricity, janitorial services, and extra labor will be charged, but is not the intent of the University to make a profit by providing these services.

Use of University-Owned Housing

Priority use of University-owned apartments known as "faculty apartments" will be to provide accommodations for newly recruited professional talent from outside the local community, on either a State classified or general faculty appointment. All other regular full-time and graduate appointment personnel will be eligible for these facilities on a first-come, first-served basis. In addition, University-owned married student apartments may be rented on a temporary basis by regular full-time University employees, State classified or general faculty, when there is insufficient demand from married students to rent all of these units.

Use of State-Owned Vehicles

State-owned vehicles are available for required official University use, and may be secured on a temporary basis. Vehicle requirements should be determined as far in advance as possible of the anticipated need and a minimum 24-hour notice should be given to the Motor Pool before the time the vehicle is needed. State-owned vehicles must be used only for official University purposes.

A detailed brochure entitled "Use of State-Owned Vehicles," that covers procedures, rates, and regulations, is available at the Motor Pool.

Students involved in departmental business may use University vehicles only when the following conditions are met:

1. The use is consistent with the policies of the University, including those listed in the brochure entitled "Use of State-Owned Vehicles" available at the Motor Pool.
2. Use of the vehicle is approved in writing by an academic department head or administrative head of a non-academic unit. Approval may be indicated on the IMO.
3. The student is currently registered at the University.

Student organizations may use University vehicles only when the following conditions are met:

1. The organization is officially recognized for the University by the Student Activities Center located in the Student Center.
2. The use is consistent with the policies of the University, including those listed in the brochure entitled "Use of State-Owned Vehicles" available at the Motor Pool.
3. A full-time general faculty member or State classified employee accompanies the students on any trip outside the Fort Collins area. The employee shall indicate this in writing to the Motor Pool, or to his or her department head in case the vehicle is permanently assigned to the department.
4. When more than one vehicle goes on a trip outside the Fort Collins area, with but one University employee along, the vehicles shall travel together as a caravan.
5. When vehicles are obtained for use only in the Fort Collins area, use shall be limited to moving of heavy or bulky materials in connection with an official University event.
6. IMO's are approved by the Student Finance Adviser as to the recognized status of the group and as to accounting. For organizations under the Board of Student Communications, approval shall be by the Business Manager of the Board. In case of student organizations not having funds held by the University, a memo shall substitute for the IMO. Such organizations shall be billed for the charges.

Individuals are covered by the University's automobile liability insurance when they are operating a University vehicle, provided the following conditions are met:

> Any employee of the State of Colorado while operating a motor vehicle owned by the State of Colorado, but only while such a vehicle is being used or operated while conducting official business of the State of Colorado, and any other person operating a state-owned vehicle (except any patient of any Mental Health Institute or Medical Hospital) but only when such vehicle is being used with the express permission of an employee in an official capacity with the State of Colorado which is authorized to grant such permission, and then only while the use of such vehicle is for the purpose of conducting State business.

For additional information regarding insurance coverage on University vehicles, contact the University Treasurer.

Conferences and Special Events

In order that appropriate administrative and service departments may be informed of scheduled conferences, conventions, and special events, the Director of Conferences and Institutes should be notified of all plans to host such activities on the campus. Notification should include dates, name of hosting college or department, name of individual making arrangements for the event, and the anticipated number of attendants.

Health and Safety Policy

A safe and healthful environment in which to work and study is an express goal of Colorado State University. Personal injuries and property damage resulting from accidents must be minimized; individual and collective health and safety must be maximized.

The administrative head of each college, department, and organizational division has the primary responsibility for accident prevention and health protection within his or her jurisdiction. The effort and expense required to provide adequate safeguards for all employees, students, and visitors must be recognized as legitimate and necessary obligations of each department.

Accidents, health and safety hazards, and related problems should be reported to Environmental Health Services.

Each employee must share the responsibility for maintaining and improving health and safety in University facilities and operations. Unsafe conditions or procedures must be reported promptly to the employee's supervisor and should be corrected as expeditiously as possible.

Sign Policy

The erection of signs on the grounds of the campus or on the exterior of campus buildings shall be in conformity with the campus graphics program. Exceptions to this policy may be secured from the Director of the Physical Plant. Signage not conforming to standards will be subject to alteration or removal.

Campus Mail Service

Use of the campus mail service is limited to University business and is governed by specific regulations. A copy of these regulations may be secured from the Purchasing Department.

Office and Building Security

It is the responsibility of general faculty members to lock their own offices, and to lock the building their offices are located in after posted building hours. The University carries insurance on State property but the policy does not cover personal property. Insurance coverage for a general faculty member's personal property at the University is the responsibility of the individual.

Parking Permits

Parking permits are available for general faculty. These permits may be purchased from the Office of Parking Management.

Vending Machines

The University authorizes via contract the exclusive right to sell food products, nonalcoholic beverages, tobacco products, laundry service, amusement devices, etc., through vending machines, on University property. Questions concerning these contracts should be submitted to the Vending Officer in the Office of Housing and Residence Education.

THE CODE OF COLORADO STATE UNIVERSITY

This Code explains the academic organization under which Colorado State University operates. The code is organized under the following headings:

- Faculty Council
  - Purpose
  - Powers and Responsibilities
  - Faculty Council Representative to the Governing Board[1]
- Committees of Faculty Council
  - Steering Committee
  - Code Committee
  - Committee on Budgets and Financial Planning
  - Committee on Committees
  - Committee on Intercollegiate Athletics
  - Committee on Research
  - Committee on Scholastic Standards
  - Committee on Student Life
  - Committee on Undergraduate Admissions and Registration
  - Committee on Undergraduate Instruction
  - Curriculum Committee
  - Graduate Council
  - International Programs Committee
  - Library Council
  - Scholarship Awards Committee
- Other Committees
  - Faculty Improvement Committee
- Colleges and Departments
  - Undergraduate Colleges
  - Graduate School
  - Graduate Faculty
  - Departmental Codes
  - Operational Policies of Departments
- Departmental Organization
  - Evaluation of Performance of Faculty
- Duties of Officers
  - Deans of Colleges
  - Department Heads[2]
  - Evaluation of Performance of Officers
- Amendment Procedure

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[1] *The Governing Board of the University is the State Board of Agriculture.*

[2] *Throughout the Code the term department head is meant to include department chairperson and/or head of academic departments.*

Faculty Council

PURPOSE — The Faculty Council was established by the faculty in 1915. The Council acts as a representative body for the academic faculty and performs those duties delegated to the faculty by acts of the legislature. Faculty government is an instrument by which the collective intelligence of the institution through direct and representative participation can do effective work in establishing policies which result in:

1. Curricula suited to the needs of the state and nation.
2. The best possible teaching, research and extension activities.
3. Conditions in which both faculty members and students can learn and develop according to their individual interests and aptitudes.

POWERS AND RESPONSIBILITIES — Subject to the statutes of the State and regulations and policies of the Governing Board, the Faculty Council shall have jurisdiction over the general educational policy of the University, shall pass all rules and regulations necessary to University government and discipline, and shall have statutory charge of the laboratories and library.

Consistent with powers delegated to it by the faculty and the Governing Board, the Faculty Council shall make recommendations to promote the educational interests of the University as a whole with respect to:

1. Minimum standards for admission to the undergraduate colleges and the Graduate School. (Standards for admission and graduation for a particular college, school or division may not be lower or less specific than those adopted by the Faculty Council.)
2. General policies concerning academic curricula, college and departmental organization, extension and research activities.
3. The academic calendar and the University catalog.
4. Student attendance, counseling, scholastic standards, honors, requirements for degrees and certificates, student activities and general student conduct.
5. The libraries, museums, assemblies and convocations, and other matters that will increase the professional and cultural standing of the University.
6. Granting degrees by the President upon authority granted by the Governing Board.
7. Other matters referred to it by the Governing Board, the President, the faculty of a college, the several committees of the Faculty Council and the faculty or a member thereof.

The Faculty Council shall consist of the President and the vice presidents of the University, the dean of each college, the Dean of the Graduate School, the Director of Admissions and Records, the Director of Libraries, the Director of Extension, the Secretary of the Governing Board and elected representatives of the academic faculty who are full-time faculty members holding regular appointments above the rank of instructor or their equivalents. The Academic Vice President shall serve as Chairperson. The Chairperson of the Faculty Council shall name a secretary annually, and this nomination shall be subject to confirmation by the Faculty Council at its May meeting.

One elected representative shall be allowed each academic department, and the professional staff of the Library having faculty rank shall be allowed one representative. In addition, each college shall elect representatives proportionate to the number of full-time academic faculty members in the college.

The total number to be elected from all of the colleges shall approximately equal the total number elected from all of the departments. Persons who are not members of the Faculty Council but who may become chairpersons of its committees shall be ex officio voting members of the Council.

The electorate eligible to vote for Faculty Council representatives from departments and colleges shall consist of all full-time members of the academic faculty with the rank of Instructor, Assistant Professor, Associate Professor, Professor, or their equivalents. The Code Committee shall be responsible for annually apportioning the college representatives. The Committee on Committees shall establish uniform election practices throughout the University and shall supervise elections in departments and colleges to insure a secret ballot and impartial electoral procedures. Departmental representatives normally shall be elected in the first week of April, except that when a new department comes into operation it shall on or after the effective date of its establishment elect its departmental representative to serve immediately on the Faculty Council. Also, as soon as a department is abolished, its departmental representative shall no longer serve on the Faculty Council. The college representatives shall be elected in the third week of April. The terms of office for elected representatives to the Faculty Council shall be three years beginning July 1, with the terms of approximately one-third of the entire body of elected representatives expiring each year. The Committee on Committees shall determine the length of terms of departmental and college representatives to insure equity among colleges.

The Faculty Council shall have the authority to delegate to standing and other committees specific duties such as the manner of grading students and other means of designating scholarship, rules governing student conduct and discipline, and other particulars relating to the government of the University given to the faculty by law. Recommendations for changes in Faculty Council policies ordinarily originate in or channel through one of the committees of the Faculty Council.

The duties of the Faculty Council shall be those delegated to the faculty by the acts of the legislature establishing the State Board of Agriculture, except such provisions as obviously have become obsolete through changed conditions which make them no longer applicable.

FACULTY COUNCIL REPRESENTATIVE TO THE GOVERNING BOARD — The Faculty Council shall elect one of its members holding the rank of Associate Professor or Professor to serve as a non-voting member of the Governing Board. Candidates shall be nominated at the April meeting of the Faculty Council. When more than one person is nominated, the secretary of the Faculty Council shall conduct a mail ballot using the Hare System defined by the Committee on Committees. The faculty representative shall serve a one-year term beginning in September following election. No person shall serve more than two terms. In the event the elected representative is unable to complete his or her term of office, new elections will commence at the next Faculty Council meeting to fill the unexpired term, according to the procedures outlined above.

The faculty representative shall serve as a non-voting member of the Steering Committee; in the event that the faculty representative is a duly elected member of the Steering Committee, he or she shall retain voting privileges.

Committees of Faculty Council

CHARGE TO THE COMMITTEES — There shall be standing committees of the Faculty Council, designated by name in the Code. The purposes of these committees shall be to develop and recommend to the Faculty Council policies and positions on academic matters; to serve as sources of expert information for the main body; and in certain instances, to provide contact with some administrative activities with the intent of assuring that academic policies created by the Faculty Council are executed. The main relation of each committee is intended to be with the Faculty Council itself, and the committees are formed to represent the interests of the Council. To this effect, policy recommendations of committees shall be presented to the Faculty Council for its action. Each committee shall submit copies of its minutes to the Steering Committee and shall at specified times furnish annual reports to the Faculty Council.

All standing committees of the Faculty Council shall receive appropriate items for consideration from any member of the University community. The receipt of each item shall be acknowledged and its disposition shall be indicated to the donor.

THE COMMITTEES NAMED — The following shall be the standing committees of the Faculty Council: Steering Committee, Code Committee, Committee on Budgets and Financial Planning, Committee on Committees, Committee on Intercollegiate Athletics, Committee on Research, Committee on Scholastic Standards, Committee on Student Life, Committee on Undergraduate Admissions and Registration, Committee on Undergraduate Instruction, Curriculum Committee, Graduate Council, International Programs Committee, Library Council and the Scholarship Awards Committee.

MEMBERSHIP AND ORGANIZATION — The membership of each committee is specified to fit the functions of the committee. In general, the majority of each committee shall be composed of members of the academic faculty unless otherwise specified by the Code. Undergraduate student and graduate student members shall be authorized for certain committees.

Each committee shall have a chairperson whose term of office is one year. Unless otherwise specified by the Code, committee chairpersons shall be elected from the academic faculty membership of the committees at the first meeting of each fiscal year by secret ballot of the committee members.

Membership on standing committees of the Faculty Council shall be spread as widely as possible among academic faculty members so that newer members of the faculty may serve on these committees. Committee leadership shall be rotated as good judgment allows. The members of each standing committee will be expected to consult regularly with those groups or members of the faculty who can provide them with information necessary for effective deliberation.

The Chairperson of the Steering Committee shall be an ex officio member of each committee of the Faculty Council.

In the event that a committee member who is not a member of Faculty Council is elected or appointed chairperson of a committee, this individual shall serve as a member of the Council for the duration of his or her office.

ELECTION TO MEMBERSHIP AND TERM OF SERVICE — Unless otherwise specified by the Code, the terms of service for all elected members of standing committees of the Faculty Council shall be three years for faculty members and two years for student members, with terms of one-third and one-half expiring each year, respectively. Terms of office for newly elected members of all standing committees are to begin July 1 for faculty members and October 25 for student members. Members usually will not serve consecutive terms. Vacancies other than those occurring because of expiring memberships are to be filled for unexpired terms only, and in the same manner as that under which original appointments were made.

Unless otherwise specified by the Code, nominations for the elected faculty membership on all standing committees shall be made by the Committee on Committees and submitted to the Faculty Council at its April meeting. After nominations have been closed, the Secretary of the Council shall prepare a ballot that shows in alphabetical order the name of each nominee and the nominator for each position. The ballot shall be mailed to each member of the Faculty Council with appropriate instructions for marking and returning the ballot. The Secretary shall include the results of the balloting in the minutes of the April meeting of the Faculty Council. Election shall be by plurality. In the event of a tie for any position, the Faculty Council shall ballot again at the May meeting.

Nominations of undergraduate students to committees of the Faculty Council shall be made by the Associated Students Legislature. Nominations of graduate student members to the Faculty Council committees shall be made by the University Graduate Students Council. Student nominations shall be forwarded to the Committee on Committees for inclusion on the ballot.

Student nominations shall be submitted to the Faculty Council at its October meeting. After nominations have been closed, a vote will be taken on the floor of the Faculty Council. In the event of a tie, the Faculty Council shall vote again. Election shall be by plurality.

STEERING COMMITTEE — The Steering Committee shall consist of the Academic Vice President as chairperson, the Director of Admissions and Records as secretary, the faculty representative to the Governing Board and one elected Faculty Council representative from each college. The elected Faculty Council members from each college shall choose their representative in May for a two-year term beginning July 1. The terms of one-half of the members shall expire each year. Faculty members in the third year of their term shall be ineligible for election to the Steering Committee. The faculty representative to the Governing Board shall serve as a non-voting member of the Steering Committee. In the event that the representative to the Governing Board is a duly elected member of the Steering Committee, he or she shall retain voting privileges on the Committee. The duties of the Steering Committee shall be:

1. To receive, review and evaluate all recommendations from the various standing committees, and to report them to the Faculty Council.
2. To consult with appropriate administrators whenever it may appear necessary or desirable to have their advice on budgetary or administrative matters related to such recommendations.
3. To act for the Faculty Council between meetings of that body.

4. To execute those duties as may from time to time be given it by the Faculty Council or by the Governing Board.
5. To receive petitions for calling additional meetings of the Faculty Council. (See bylaws.)
6. To prepare the agenda for Faculty Council meetings.

CODE COMMITTEE — The Code Committee shall consist of one member from each of the colleges. The duties of this committee shall be:

1. To receive or initiate suggested amendments to the Code.
2. To make periodic studies of procedures of the Faculty Council with respect to Code requirements.
3. To revise the Code and bring it up to date biennially.
4. To apportion annually the elected representatives of the colleges in the Faculty Council.

COMMITTEE ON BUDGETS AND FINANCIAL PLANNING — The Committee on Budgets and Financial Planning shall consist of one member from each of the colleges, the Academic Vice President, the Vice President for Planning and Budgets, an academic dean, one undergraduate student and one graduate student.

The duties of the committee shall be to recommend:

1. Priorities for resource allocation.
2. Policies for the distribution of faculty compensation increases.
3. Financial policies to achieve long-range goals and objectives.

COMMITTEE ON COMMITTEES — The Committee on Committees shall consist of one member from each of the colleges. Members of the Committee on Committees are to be elected in the same manner as the members at large of the Faculty Council. The duties of the committee shall be:

1. To maintain accurate records pertaining to committee assignments.
2. To consult with members of the faculty and the administration regarding nominations for committee assignments.
3. To develop those procedures deemed necessary to obtain the best possible faculty representation on various standing committees of the Faculty Council in accordance with the Code.
4. To make and forward nominations as required by the Code to the Faculty Council.
5. To establish uniform election procedures throughout the University and to supervise the elections of Faculty Council representatives in the departments and colleges.

COMMITTEE ON INTERCOLLEGIATE ATHLETICS — The Committee on Intercollegiate Athletics shall consist of five academic faculty members an alumni representative, two undergraduate students, one graduate student, the Faculty Athletic Representative and the Director of Intercollegiate Athletics. Faculty members shall be nominated without regard to college affiliation. The alumni representative shall be nominated and his or her tenure established by the Board of Directors of the Alumni Association.

The Committee shall have the following duties and responsibilities:

1. To recommend to the Faculty Council rules and regulations governing the participation of students in intercollegiate athletics.
2. To perform all those functions of a faculty intercollegiate athletic committee that may be required by the National Collegiate Athletic Association, the Association of Intercollegiate Athletics for Women and the Western Athletic Conference, and to advise the President in areas involving intercollegiate athletics.
3. To assist in screening candidates for head coaching positions and in recommending such candidates to the President.

COMMITTEE ON RESEARCH — The Committee on Research shall consist of seven faculty members and one graduate student selected without restriction as to subject matter area or administrative unit, except that no more than two faculty members shall be from any one college. Each faculty member must be a full member of the Graduate Faculty, actively engaged in research and hold a nonadministrative position.

Faculty candidates for Committee membership shall be nominated and seconded by a member of the Graduate Faculty. Each may nominate as many candidates as he wishes. Committee members shall be elected by the Graduate Faculty from a slate of nominees numbering twice the members to be elected. This slate shall consist of the nominees who receive the most nominations.

The duties of the Committee on Research shall be:

1. To advise the Faculty Council on research matters and to inform the Faculty Council on the Development of research programs at the University.
2. To consult with appropriate members of the faculty or administration whenever it may be necessary or desirable to have their advice on Committee business.
3. To serve individual faculty members, groups of faculty members, departments, institutes, and like associations of researchers as an advocate to appropriate administrative officers in attempting to obtain both recognition and support for activities in all appropriate areas of research at the University.
4. To conduct investigations of problems related to research policies, facilities and administration.
5. To assist faculty and administrators in identifying interdisciplinary research problems needing University attention.

COMMITTEE ON SCHOLASTIC STANDARDS — The Committee on Scholastic Standards shall consist of one representative from each of the colleges and one representative from the Office of the Vice President for Student Affairs.

The duties of this committee shall be:

1. To receive or initiate recommendations pertaining to undergraduate scholastic standards and regulations.
2. To oversee enforcement of these scholastic regulations within each college.
3. To receive and act on appeals arising from enforcement of these scholastic regulations.

COMMITTEE ON STUDENT LIFE — The Committee on Student Life shall consist of five academic faculty members who shall be nominated without regard to college affiliation; two undergraduate students; the President of ASCSU, who shall be an ex officio member; one graduate student; three representatives from the Office of the Vice President for Student Affairs and the Director of Student Activities, who shall have no vote and shall serve as secretary of the committee.

The duties of this committee shall be:

1. To recommend general University objectives and policies related to student life.
2. To establish procedures for carrying out these objectives and policies.
3. To serve as a forum for discussion of issues in areas of student life.

The office of the Vice President for Student Affairs shall be responsible for administering a program within the policy framework established by the Committee on Student Life, the Faculty Council, and the Governing Board.

COMMITTEE ON UNDERGRADUATE ADMISSIONS AND REGISTRATION — The Committee on Undergraduate Admissions and Registration shall consist of one faculty representative from each of the colleges, the Director of Admissions and Records, one undergraduate student and one graduate student.

The duties of the committee shall be to consider proposals and recommend policies pertaining to undergraduate admissions, registration and the University calendar.

COMMITTEE ON UNDERGRADUATE INSTRUCTION — The Committee on Undergraduate Instruction shall consist of one faculty representative from each college and four undergraduate students. The duties of the committee shall be:

1. To study undergraduate educational policies, practices and standards with the intent of improving the quality of instruction.
2. To stiumlate development of new methods and approaches in undergraduate education.
3. To evaluate the criticisms of undergraduate instruction emanating from any source.
4. To serve as a liaison between the instructional faculty and related service agencies.

CURRICULUM COMMITTEE — The Curriculum Committee shall consist of one representative from each of the colleges, the Academic Vice President who shall serve as chairperson of the committee, and the Director of Admissions and Records who shall act as secretary. The duties of this committee shall be:

1. To receive or initiate recommendations pertaining to curricula.
2. To evaluate all proposals for new undergraduate courses and programs as well as changes in existing courses and programs for correlation with other departments before consideration and approval by the Faculty Council.
3. To evaluate all proposals for new graduate courses and programs as well as changes in existing courses and programs for correlation with other departments after consideration and approval by the Graduate Council prior to their submission to the Faculty Council for approval.

4. To develop necessary administrative procedures for informing interested colleges concerning courses under consideration.
5. To examine proposals for the establishment of new departments and intercollege transfers of existing departments.

GRADUATE COUNCIL — The Graduate Council shall consist of the Dean of the Graduate School, the Director of Admissions and Records as secretary, one faculty representative from each college and two graduate students. College representatives shall be elected from among the full members of the graduate faculty by the graduate faculties of the respective colleges in April of the year in which terms expire. The duties of the Graduate Council shall be:

1. To recommend to the Faculty Council policies concerning the Graduate School.
2. To advise the Dean of the Graduate School concerning academic matters pertaining to the Graduate School.
3. To recommend graduate faculty appointments to the Dean of the Graduate School.
4. To review, approve and forward to the Curricululm Committee proposals for new graduate courses and programs as well as changes in existing graduate courses and programs.

INTERNATIONAL PROGRAMS COMMITTEE — The International Programs Committee shall consist of one graduate student, one undergraduate student, one faculty representative from each of the colleges except the College of Humanities and Social Sciences, which shall have two representatives with the following areas of interest: one faculty member from Social Sciences and one from Humanities, with the Director of International Education and a representative of the Office of the Vice President for Student Affairs as nonvoting members.

The duties of this committee shall be to consider problems related to the international programs of the University and to recommend policies concerning these programs.

LIBRARY COUNCIL — The Library Council shall consist of one faculty representative from each of the colleges, the Director of Libraries, one graduate student and two undergraduate students.

Duties of the Council shall be to make recommendations to the Faculty Council relative to policies governing operation of the Library, to assist the Director of Libraries in an advisory capacity in the selection of books and publications, and to make recommendations as to available funds for the purchase of books and publications.

SCHOLARSHIP AWARDS COMMITTEE — The Scholarship Awards Committee shall consist of one representative from each of the colleges, together with the Director of Financial Aid who shall serve as secretary. The function of this committee shall be to award, upon recommendation from the several colleges or departments or other properly designated individuals or agencies, all undergraduate scholarships now authorized by the Governing Board and not otherwise designated, and such additional scholarships from other sources as may from time to time be entrusted to the committee.

Other Committees

FACULTY IMPROVEMENT COMMITTEE — The Faculty Improvement Committee recommends to the faculty proposals designed to improve status of faculty members with respect to professional standing, working conditions, and any and all other considerations which properly may be viewed as coming under a broad interpretation of the term "improvement." The committee is not expected to execute or administer policies, practices or procedures initiated by the committee and adopted by the institution. The committee shall consist of seven members, at least one of whom shall be a woman, one a man, at least two of whom shall be of the rank of Instructor, Assistant Professor, or Associate Professor, and not more than two of whom shall be from the same college or comparable administrative unit. Maximum tenure on the committee shall be two years in any consecutive five years

Nominations for committee membership shall be made annually in April. In conducting nominations for membership, the Secretary of the General Faculty shall furnish each faculty member a list of members eligible for election and a ballot, the ballot to be returned by mail to the Secretary of the General Faculty.

Each faculty member may vote for seven nominees. The fourteen nominees receiving the most votes shall become candidates for the election. In case of a tie vote for fourteenth position on the ballot, all nominees receiving the same number of votes shall be listed as candidates for election. The academic Vice President shall appoint three tellers from faculty members not eligible for election.

Election of the Faculty Improvement Committee shall also be conducted by mail. The Secretary of the General Faculty shall distribute a list of the nominees to each member of the General Faculty and each faculty member may vote for seven members. The seven candidates receiving the greatest number of votes and fulfilling membership qualifications shall be elected to the committee. In case of a tie for the seventh position on the committee, the faculty shall elect by mailed ballot.

All other candidates shall be listed as alternates in order of number of votes received. In case of a tie, alternates shall be listed alphabetically by surname.

In event of a committee vacancy, the alternate with the greatest number of votes who fulfills membership qualifications shall become a member of the committee. If no alternates are eligible, the faculty shall vote by mail for a new member to fill the vacancy.

Tellers shall make a written report to the Secretary of the General Faculty of their findings. The Secretary of the General Faculty shall notify the General Faculty of the results of the election by the last week in May.

The committee shall elect its own chairperson and any other officers whom it shall consider necessary for efficiency. The committee shall present its report to the General Faculty not later than the last faculty meeting of each academic year. A written copy of this report shall be distributed to each member of the General Faculty and be given to the Secretary of the General Faculty for permanent record.

Colleges and Departments

UNDERGRADUATE COLLEGES — The University has nine undergraduate colleges, each under a dean, as follows:

1. College of Agricultural Sciences: Comprising the departments of agronomy, animal sciences, and horticulture.
2. College of Business: Comprising the departments of accounting and business law, finance and real estate, management, marketing, management science and information systems, and administrative office management and business teacher education.
3. College of Engineering: Comprising the departments of agricultural engineering, atmospheric science, civil engineering, electrical engineering and mechanical engineering.
4. College of Forestry and Natural Resources: Comprising the departments of earth resources, fishery and wildlife biology, forest and wood sciences, range science and recreation resources.
5. College of Home Economics: Comprising the departments of child development and family relationships, consumer sciences and housing, food science and nutrition, occupational therapy and textiles and clothing.
6. College of Humanities and Social Sciences: Comprising the departments of art, economics, English, foreign languages, history, music, philosophy, political science, sociology, speech and theatre arts and technical journalism.
7. College of Natural Sciences: Comprising the departments of biochemistry, botany and plant pathology, chemistry, computer science, mathematics, physics, psychology, statistics and zoology and entomology.
8. College of Professional Studies: Comprising the departments of education, hearing and speech science, industrial sciences, physical education and vocational education.
9. College of Veterinary Medicine and Biomedical Sciences: Comprising the departments of anatomy, clinical sciences, microbiology, pathology, physiology and biophysics and radiology and radiation biology.

Division of Armed Forces Sciences: The Division of Armed Forces Sciences shall have general charge of all professional education in military science and tactics. The Division shall consist of the departments of military science and aerospace studies.

GRADUATE SCHOOL — The Graduate School shall have general charge of all graduate work offered by the institution. It shall consist of a dean and the Graduate Faculty.

GRADUATE FACULTY — The Graduate Faculty shall consist of members appointed by the Dean of the Graduate School, upon recommendation by the Graduate Council, appointments to be continuous except under the following conditions:

1. The individual severs his connection with the institution.
2. He fails to teach a course in the 500-800 series or to serve on the committee of a graduate candidate during two academic years.
3. His appointment was temporary in nature.

Qualifications for membership on the Graduate Faculty shall be as follows:

1. Any member of the general faculty holding an advanced degree or, in exceptional cases, its equivalent, who is recommended by his department head and approved by the Graduate Council.
2. A member of any cooperating agency doing research work and holding an advanced degree or, in exceptional cases, its equivalent, who is

recommended by the head of the department with which he is cooperating and approved by the Graduate Council.

Departmental Organization

Each academic department shall operate under a departmental or college code. A departmental code shall be prepared by a committee composed of the department head and faculty members of the department who meet the eligibility qualifications listed below, or a subcommittee thereof if so voted by the eligible faculty members. Faculty members eligible shall include all those who satisfy all of the following qualifications:

1. In residence at the University or on sabbatical leave.
2. Regular full-time appointment with the rank above that of Instructor or equivalent.
3. Completion of at least one year of full-time service at the University.
4. Administratively responsible to the head of the department in question.

Each faculty member with an interdepartmental appointment shall be considered a member of the department contracting for the greater percentage of his or her time. In the case of a member having equal time in two or more departments, that member must decide in which department he or she wants representation. The status of such a member shall remain unchanged unless changes in his or her academic appointment require a change in departmental representation.

As an alternate procedure, faculty of a given college, meeting the eligibility qualifications above, may elect to adopt a common code for the college. If it is agreed that a college code shall be used rather than departmental codes, the dean of that college shall have the responsibility for establishing procedures to formulate the code. All departments in the college shall be represented in any committee charged with this task. The contents of the college code shall include the essential parts specified for departmental codes.

DEPARTMENTAL CODES — The departmental code shall provide for the following:

1. Designation and definition of its administrative officer as head.
2. Any administrative organization within the department if desired.
3. Delineation of the departmental objectives.
4. Procedures relating to the review of candidates for new or vacated faculty positions.
5. Procedures relating to the review of recommendations for faculty members for acquiring tenure, for promotion in rank, and for reappointment.
6. Procedures to be used for evaluating departmental faculty.
7. Procedures to resolve grievances that may arise between members of the faculty and the department head with regard to the evaluations of performance.
8. Procedures relating to self-evaluation of departmental operations.
9. A minimum of one departmental faculty meeting each semester of the academic year, with written notice given in advance by the head.
10. A review of the departmental code in the year prior to the end of each term of the department head.

All departmental and college codes shall be consistent with the provisions of the University Code relating to departmental matters, and the University Code shall take precedence in all instances.

After the departmental code has been approved by a majority of the eligible faculty members of the department, a copy of it and any subsequent changes, shall be provided to the dean of the college and, upon his acceptance, the department shall begin to operate in accordance with the procedures of its code. Copies of the departmental code shall be provided to each faculty member of the department concerned.

OPERATIONAL POLICIES OF DEPARTMENTS — Major aspects of the policies relating to the operation of departments are the following:

1. Duties of Department Head: The duties of the department head are those specified in the Code of the University.
2. Selection of a Department Head: The manner of selection and appointment of department heads is governed by the Code of the University. An interim appointment of an acting department head is recommended by the dean of the college of cover periods of absence or vacancy of at least three months.
3. Term of Office of Department Head: The term of office for department heads shall be 5 years. Department heads may be appointed for more than one term, the limit on the number of terms to be determined by the University regulations concerning retirement. The term of a department head may be terminated before the normal 5-year period for reasons of serious ineffectiveness in dispatching his administrative duties. Not later than October 15 of the fifth year of the term of office of a department head, the dean of the college will ascertain in writing whether the incumbent wishes to be considered for another term. The incumbent's wishes, together with the self-evaluation of the department's operation and any reports concerning the evaluation from a reviewing committee, shall be used by the dean in giving instructions to a departmental advisory committee which shall proceed according to the University Code to advise him or her with respect to recommendations concerning the selection of a head. The departmental faculty, the administrator of the department and the Academic Vice President and the President shall be notified in writing of the recommended action by December 15 of the fifth year of incumbency.
4. Departmental Self-Evaluation: Evaluation of operations of a department shall be conducted according to the following time schedule:

   Rule A. Every 5 years.
   Rule B. During the fourth year of service of an incumbent department head.
   Rule C. In the event that Rules A and B separately applied would cause evaluations to be executed in consecutive years, Rule B shall be used. In the unusual case where this rule would delay the departmental evaluation beyond 6 years, the evaluation shall be undertaken as soon as possible after discovery of the circumstances.

Departmental operations to be evaluated shall include undergraduate and graduate teaching, research, extension and other programs according to the objectives of the department.

The evaluation of departmental operations shall be a self-evaluation by qualified faculty members (as previously defined) which may be reviewed subsequently by a committee of three members outside the department selected by the dean of the college who will serve on the committee as an ex officio member. The dean shall transmit the report of the departmental self-evaluation and the report of the reviewing committee to the department head and to the Academic Vice President.

If members of a departmental faculty or the department head are acutely dissatisfied with the operations of the department, they may initiate a request for an interim evaluation of the department. If the request comes from the departmental faculty, at least one-half (but not less than three members) of those eligible must sign the request for an interim evaluation before it can be conducted. This request is to be submitted to the dean who will follow the procedure outlined for the regular evaluation after notifying the department head and the eligible faculty members of the request for interim evaluation.

EVALUATION OF PERFORMANCE OF FACULTY

1. Each department shall establish procedures for an annual evaluation of performance of its faculty.
2. Procedures to be employed in evaluating the performance of departmental faculty shall be adopted by vote of the departmental faculty and included in the Departmental Code.
3. Evaluation shall be based on the quality and quantity of performance in fulfilling the faculty member's responsibilities to the department during the period of evaluation.
4. The department head shall hold an annual conference with each member of the departmental faculty as part of the evaluation. The faculty member shall be fully advised concerning the methods and criteria used in the evaluation, the results of the evaluation and how the results will be utilized.
5. The evaluation shall be in writing and shall be signed by the department head and by the faculty member, and the faculty member shall receive a copy of the evaluation.
6. Each department shall develop procedures to resolve grievances that may arise between a faculty member and the department head with regard to the evaluation of performance. The grievance procedure shall be adopted by vote of the departmental faculty and included in the Departmental Code.

Duties of Officers

DEANS OF THE COLLEGES — The dean of a college is the principal administrative and academic officer of that college. Department heads with their staffs are responsible to the dean. The dean serves as chairperson of meetings of the department heads and/or faculty of the college.

The dean of a college has the following principal and specific responsibilities:

1. Review and approval of budgets for all departments of the college.
2. General, but not detailed, supervision of and maintenance of adherence to determined departmental budgets and coordination and attention to equity in salaries and other fiscal matters within the framework of academic instruction in the college.
3. Development and strengthening of the faculty, facilities, undergraduate and graduate teaching, research and extension programs and prestige of the college in the interest of the entire University.
4. Consideration and approval of recommendations for appointments, advancement and tenure of college staff members.
5. Development and coordination of curricula to meet changing educational and vocational needs of students together with maintenance of acceptable standards for admission and retention of students majoring in the college.

6. Analysis of teaching loads and related staff responsibilities to promote the best interests of students and maximum effectiveness of the faculty as well as their individual professional development and accomplishment.
7. Coordination of all academic and instructional matters within the college and with other colleges and departments.
8. Counseling of both faculty and students in need of direction or advice.
9. Objective evaluation of programs within his or her college.

Recommendations for appointment of department heads are the responsibility of the dean. The dean shall provide for appointment of a departmental committee to advise him or her and shall make available to members of the committee written instructions concerning procedures to be followed, minimum qualifications acceptable for the position and specific responsibility of an advisory committee.

The deans shall receive and analyze annual and semiannual departmental reports in their respective colleges and shall transmit these, together with their college reports, through the Academic Vice President to the President for transmittal to the Governing Board.

DEPARTMENT HEADS — The department head is the administrative and academic officer in the department and is the initial person in the administrative chain to the President. Members of the department staff are responsible to him or her. The department head has the general responsibility for any staff activities which may affect the professional status of the department or the best interests of the University.

Specific responsibilities of the department head are:

1. Preparation of the departmental budget.
2. Administration of and adherence to the departmental budget.
3. Evaluation of each departmental faculty member in accordance with the Code of Colorado State University.
4. Initiation of recommendations for appointments, advancement, tenure and dismissal of staff members, including incorporation of student and faculty input relating to teaching and advising effectiveness of faculty members being recommended for contract renewal, promotion, tenure, dismissal and salary increase.
5. Management of academic and financial matters within the department to promote student achievement, equity in travel and professional opportunities for staff members, and adjustment of faculty loads and salaries consistent with experience, competence, capacity, productivity and aptitude of individual staff members.
6. Preparation of reports called for by higher authorities or by agencies of the institution charged with coordinating the general program of the University.

Additional responsibility of the departmental head, together with the departmental staff are: development and strengthening of undergraduate and graduate teaching, research, extension programs and faculty competence within the department; construction of sound curricula to meet educational needs of students; cooperation with and assistance to other departments in matters affecting the University in its undergraduate and graduate teaching, research and extension programs; effective staff recruitment; development and maintenance of departmental morale.

EVALUATION OF PERFORMANCE OF OFFICERS

1. The performance of each department head shall be evaluated annually by the dean of the appropriate college. In making the evaluation, the dean shall solicit and utilize information obtained from all faculty members in the respective department.
2. The performance of each dean shall be evaluated annually be the Academic Vice President. In making the evaluation, the Academic Vice President shall solicit and utilize information obtained from all department heads in the respective college.
3. The performance of each vice president shall be evaluated annually by the President. In making the evaluation, the President shall solicit and utilize information obtained from all deans and directors reporting to the respective vice president.

Amendment Procedure

This Code may be amended by a two-thirds vote of the members voting at a given meeting provided the amendment has been presented in the meeting immediately preceding. Amendments shall be subject to the approval of the Governing Board. Such proposed Code changes shall be published in the agenda.

BYLAWS OF THE FACULTY COUNCIL

The provisions for the Faculty Council, its officers, its authority and responsibilities, its membership and method of election and the several committees are to be found in the Code of Colorado State University.

The purposes of these bylaws are to provide orderly and democratic means of conducting the business of the Faculty Council at its meetings.

Article I. Meetings

Section 1. The Faculty Council shall hold at least one regular meeting per month during the academic year from October to May. Additional meetings may be called by the Steering Committee or upon petition of twenty-five or more members.

Section 2. It shall be the responsibility of members to attend all meetings of the Faculty Council. When circumstances necessitate a member's absence from one or more meetings, he or she may provide a substitute for attendance from among those in his or her group who are qualified to hold membershp on the Faculty Council. Substitutes should present written authorization to the Secretary of the Faculty Council. A substitute shall have all the powers, privileges, duties and responsibilities of the member he or she is replacing and he or she shall be eligible to vote upon all motions coming before the Faculty Council.

Section 3. Meetings of the Faculty Council are open to the public. Seats shall be designated for visitors and the boundaries of the designated section will be considered the bar of the Council. The Chairperson shall eject visitors who disturb the proceedings.

Section 4. Nonmembers of the Faculty Council may be accorded the privilege of speaking to the Council when invited to do so by the Chairperson, the Steering Committee or by a majority vote of the Faculty Council.

Article II. Meeting Agenda

Section 1. The agenda for each meeting of the Faculty Council shall be distributed to all members of the faculty at least one week prior to each meeting. This requirement may be suspended by a regular motion of the Council

Section 2. Items of business should be submitted to the Chairperson for consideration by the Steering Committee at least two weeks prior to the scheduled meeting wherein such items are to be discussed.

Section 3. Minutes of all meetings shall be taken. They are to be distributed to all members of the faculty prior to the next meeting. Minutes of all meetings shall be open to inspection by anyone. Copies shall be furnished upon request at a reasonable fee.

Article III. Motions and Voting

Section 1. No matters shall be acted upon unless they are included in the agenda.

Section 2. For purposes of transacting business, a majority of the members of the Faculty Council shall constitute a quorum. Voting in all matters, except where parliamentary rules dictate otherwise, shall be by simple majority of those voting.

Article IV. Parliamentary Authority

Section 1. The Faculty Council meetings shall be governed by *Robert's Rules of Order, Revised.*

Section 2. A parliamentarian shall be appointed by the Chairperson.

Article V. Amendments to the Bylaws

Section 1. These bylaws may be amended by a majority vote of the members voting at a given meeting, providing the amendment has been presented in the meeting immediately preceding. Such proposed bylaw changes shall be published in the agenda.

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